

BE EXTRAORDINARY

Set up a Heartstart scheme
in your community



HEART START

SIMPLE SKILLS SAVE LIVES

THE BRITISH HEART FOUNDATION

We're the nation's heart charity. Our aim is to play a leading role in the fight against disease of the heart and circulation so that it is no longer a major cause of disability and premature death.

We fund pioneering research, provide vital information, and care for heart patients and their families, saving and improving lives every day.

We aim to significantly improve the chances of survival for people who suffer a cardiac arrest in the community. For over 15 years, we've been a major leader in promoting emergency life support (ELS) training through Heartstart. We also fund automated external defibrillators (AEDs) for ambulance services, volunteer groups and GPs.

But although we've already invested around £50 million in this vital work, we need your help to save more lives. We invite you to share our vision of a world where lives are not needlessly lost in the community, and to help us by enabling more and more people to learn crucial ELS skills.

We believe that the Heartstart initiative is an invaluable part of the fight against heart disease. More than 2.2 million people of all ages have taken a Heartstart course and we believe that every one has done something extraordinary.

WHAT IS EMERGENCY LIFE SUPPORT (ELS)?

ELS is the set of actions needed to help keep someone alive until professional help arrives.

- Every year around **140,000** people in the UK suffer a heart attack.*
- Many of these people then suffer a cardiac arrest** and die before reaching hospital.
- Without resuscitation, cardiac arrest is **always fatal**.
- Performing CPR immediately can **double the chances of survival**.

ELS includes performing cardiopulmonary resuscitation (CPR), which is chest compressions and rescue breathing. Other actions include dealing with choking and serious bleeding and how to recognise the signs and symptoms of a heart attack.

Life-threatening emergencies are common. But many more people can be saved if simple life-saving skills are performed immediately by someone at the scene in the few minutes before professional help arrives.

Throughout the UK, Heartstart schemes are teaching ELS skills and lives are being saved. The need has never been greater.

ABOUT THIS BOOKLET

This booklet aims to give you an overview of Heartstart community schemes, and provides you with a summary of the information you need to set up your scheme in a sustainable way.

It tells you who should be involved, how to get started and how we can help you.

Because children from the age of ten can become young lifesavers, we also support Heartstart programmes in schools. If you have links with any local schools please let them know about Heartstart too. For more information please contact us (see page 14).

Young people's out-of-school organisations, like youth clubs or Scout groups, can apply to become a specific group community scheme (please see page 8).

*A heart attack is when a part of the heart muscle is suddenly starved of blood and cell death occurs.

**A cardiac arrest is when the heart stops pumping and the person stops breathing normally.

He can recognise the signs and symptoms of a heart attack



In the UK someone dies of a heart attack every two minutes

HEARTSTART AND THE BHF

Heartstart is a BHF initiative which teaches people what to do in a life-threatening emergency – simple skills that save lives.

Heartstart community schemes operate independently and provide free ELS training in their local community.

The BHF works in partnership with many organisations to set up these schemes. Many of the schemes run Heartstart courses for the general public, some focus on heart patients and their families, and others teach specific groups, eg, employees, or army cadet and other youth groups.

THE HEARTSTART COURSE

The Heartstart course is free, takes only two hours and provides practical hands-on learning.

Anyone from the age of ten can attend and learn the complete range of ELS skills. The course is divided into two stages. Stage 1 consists of practical skills using a hands-on approach, eg, the recovery position and performing CPR, because this gives trainees more confidence in an emergency. Stage 2 covers topics such as recognising and dealing with a heart attack.

You'll find detailed lesson plans and delivery options in the *Heartstart toolkit*, which we'll send you if you decide to take the next step towards starting up a scheme.

Stage 1 includes:

Introduction

Course aims/the Chain of Survival.

Priorities/the conscious casualty

Checking for danger/response/making a 999/112 call.

The unconscious casualty

Opening the airway/the recovery position checking breathing/getting help.

Cardiac arrest

Chest compressions and rescue breathing (CPR).

Stage 2 includes:

Suspected heart attack

Signs and symptoms/dealing with a suspected heart attack.

Choking

Recognition/back blows/abdominal thrusts.

Summary

General summary of course/giving out certificates.

Introduction to AEDs (optional module)

AFFILIATING TO HEARTSTART

If you'd like to teach ELS in your community, you'll find that affiliating to Heartstart is a great way to begin.

Affiliation means that your scheme will be part of Heartstart - and of a growing network of local groups who share the common aim of saving lives where they live.

The benefits of affiliation

We provide you with a professionally-designed package to help you teach ELS in the most efficient and concise way.

This includes:

- **free** award-winning training resources, including a complete step-by-step guide to running the course, certificates, aide memoire cards and posters
- **free** resuscitation training manikins and consumables, in most cases
- **free** public liability and personal accident insurance.

Because the Heartstart course follows Resuscitation Council (UK) guidelines, you can be sure that the training you give will be safe and effective, and that all your trainees will receive the best preparation for delivering ELS in an emergency.

Conditions of affiliation

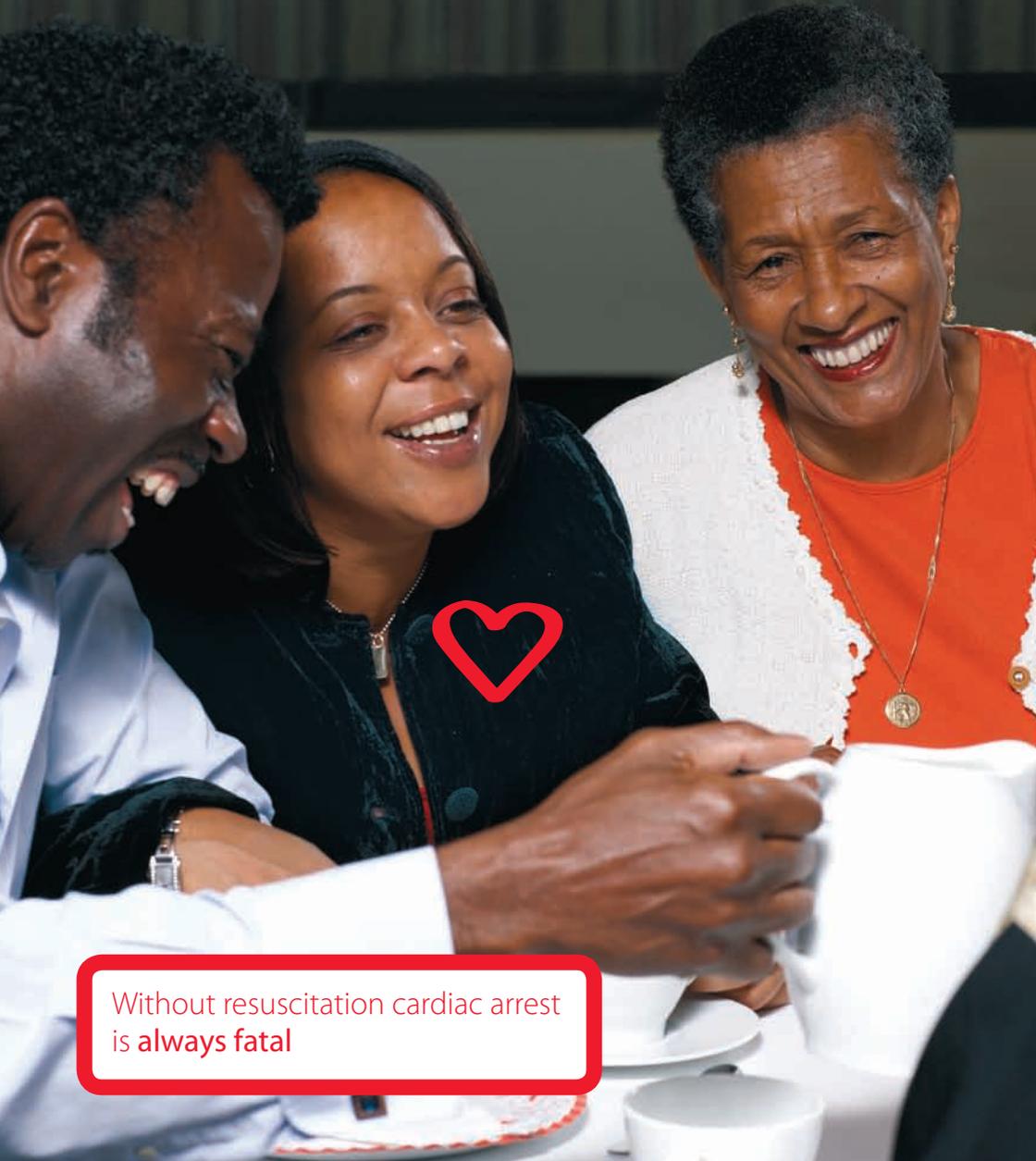
Before you can run a Heartstart scheme you need to affiliate and agree to the conditions of affiliation.

These conditions are designed to ensure your courses are run consistently, safely and effectively, and to help you get the best out of the training programme.

They include:

- assembling a core team with specified roles (see page 9)
- delivering the Heartstart course
- offering the course free of charge and being non-profit making
- complying with the Heartstart child protection and health and safety policies
- annual reaffiliation to Heartstart.

She knows how to give someone CPR



Without resuscitation cardiac arrest
is always fatal

GETTING STARTED

1

Decide on your target group

Your first step is to decide on who you want to train.

Once you've done this, you'll be able to choose which scheme type you'd like to set up.

2

Decide on your scheme type

There are four types of Heartstart scheme:

Public schemes offer ELS training to people in the local community. We publish each scheme's contact details on our website to help promote your scheme.

Cardiac patients, families and friends schemes offer ELS training to heart patients and their family members and friends, usually as part of a cardiac rehabilitation programme or through patient heart support groups.

Specific group schemes normally operate within an existing organisation or institution, eg, a sports club, and only offer training to people in, or connected with, the organisation.

Business schemes are set up within companies and offer ELS training to their employees.

3

Recruit your core Heartstart team

Your Heartstart scheme must have a core team.

You'll need:

A Scheme Director who must have a medical or healthcare professional background and can advise on issues relating to resuscitation training and practice.

A Scheme Coordinator who's responsible for:

- organising and publicising your Heartstart courses
- keeping records of instructor assessments provided by your Training Supervisor
- keeping records of course deliveries on Class record forms provided by your instructors
- ensuring that you have enough equipment to support your course delivery
- keeping in contact with the BHF.

A Training Supervisor who's suitably qualified and experienced to train and assess instructors. The Training Supervisor is responsible for:

- training and assessing your scheme's instructors
- acting as advisor on ELS training
- overseeing the quality of ELS training
- keeping the scheme up-to-date on Resuscitation Council (UK) guidelines.

One or more instructors to deliver the Heartstart course. Your scheme must take reasonable steps to vet prospective instructors.

The number of instructors your scheme needs will depend on how you deliver the course, and class sizes. Most schemes will need several instructors, as they'll probably be available at different times for different training sessions.

The more instructors you can train, the more sustainable your scheme will become, and the more lives you could save.

4

Recruit your support team

Most schemes need additional people to ensure it's successful in the long term:

You must appoint a **Child Protection Officer** if you intend to train groups of children or vulnerable adults more than once a year. The Scheme Director, Training Supervisor or Scheme Coordinator can take on this role. The Child Protection Officer is responsible for ensuring the scheme complies with the Heartstart child protection policy. They're also the main contact with the BHF on child protection issues.

A **secretary** might help with the day-to-day organisation of your scheme.

You'll need a **treasurer** if you're dealing with donations, sponsorship or other sources of funding.

Other volunteers can help run your scheme. They can get involved in a variety of ways, other than teaching or taking on the organising roles above. For example, volunteers can help set up training courses, help with equipment maintenance or assist the Scheme Coordinator or secretary with administration.

5

Train your instructors

We've devised an instructor training course which must be delivered by your Training Supervisor to each prospective Heartstart instructor.

There are three units:

Unit A – Practical skills

The Heartstart course.

Unit B – Background knowledge

Theoretical information about coronary heart disease and ELS.

Unit C – Teaching ELS

How to teach the course using the four-stage approach*.

Only instructors who've been trained, assessed, and approved by the scheme's Training Supervisor can teach the Heartstart course.

*A common teaching method that helps facilitate and retain learning.

6

Decide on what equipment you'll need

You'll need specialist equipment to help you deliver the Heartstart course.

Equipment

A manikin is a model of part of the human body used to practise ELS techniques. The number of manikins you'll need will depend on the number of people you intend to train each session and the number of instructors available. Following Resuscitation Council (UK) guidelines, we recommend at least one manikin to two trainees.

Initially, we'll usually order manikins for you, and, in most cases, supply them free. We'll also order and pay for the consumables (replacement lungs and cleaning wipes) you'll need in your first affiliation year.

Materials

We've produced a wide range of resources to help you deliver your Heartstart courses effectively. We'll send you some of these when we approve your application and tell you how you can order the other resources.

All items are free. However, as a charity, any donation you'd like to make towards the cost of producing and supplying equipment and other resources will help us continue our vital work. To do this please go to [bhf.org.uk/donate](https://www.bhf.org.uk/donate)

7

Find your training venue

You'll need to think about where your scheme will provide training.

This will depend on your scheme type. For public training sessions, for example, you might consider local community venues, leisure centres, or church halls. You'll also need to find somewhere to store your training manikins.

8

Consider your long-term funding

Although the BHF can help you by supplying your initial equipment, it's important to consider how you'll fund your scheme in the long term.

You'll need to budget for:

- replacement manikins
- consumables
- booklets and stationery
- any venue costs
- any instructor travel expenses.

They know how to put someone
in the recovery position



70% of cardiac arrests occur
out-of-hospital

ARE YOU READY TO TAKE THE NEXT STEP?

We hope that this leaflet has shown you just how vitally important ELS training is to your community – and given you the inspiration to start your own Heartstart scheme.

You'll find that setting up and running a Heartstart scheme can be an extremely rewarding experience. And, we know that you'll leave your trainees with a vital legacy of learning that saves lives. But it is a big commitment.

To help you make your decision, you might find it's useful to answer the questions on the right.

At this stage, you don't have to be able to answer 'yes' to every question. They're designed to help you see how far you've come towards making the crucial decision to set up your scheme.

If you decide that you'd like to set up a scheme in your community, contact us and we'll send you a *Heartstart toolkit*. It has all the information you'll need to get your scheme up and running. Please see page 14 for contact details.

Do you have the time and commitment to do this? **yes / no**

Have you identified target groups for training? **yes / no**

Do you know what type of scheme you want to set up? **yes / no**

Have you identified a core team who are committed to the scheme? **yes / no**

Have you identified prospective instructors? **yes / no**

Have you identified a Child Protection Officer (if you plan to deliver training to children or vulnerable adults)? **yes / no**

Have you identified any other volunteers that might be required, eg, a treasurer? **yes / no**

Do you have a training venue(s) in mind? **yes / no**

Do you have a location in mind for equipment storage? **yes / no**

Have you addressed long-term funding for your scheme? **yes / no**

CONTACTS

If you would like to request a *Heartstart toolkit* or require more information please contact your relevant BHF Heartstart office:

England and Wales (excluding Northern England*)

Heartstart Office
British Heart Foundation
Greater London House
180 Hampstead Road
London NW1 7AW

Tel: **020 7554 0353**
Email: heartstart@bhf.org.uk

Scotland, Northern Ireland and Northern England*

Heartstart Office
British Heart Foundation
Ocean Point One
94 Ocean Drive
Edinburgh EH6 6JH

Tel: **0131 554 6953**
Email: heartstart-edin@bhf.org.uk

*Cheshire, Cleveland, Cumbria, Durham, Greater Manchester, Isle of Man, Lancashire, Merseyside, Tyne & Wear and Yorkshire

Further information from the BHF

At the BHF, we're committed to working with a wide range of partner organisations across the UK, from NHS trusts and GP surgeries to community groups and schools.

For more information on publications and services please order a copy of *Heart health information and services* from the BHF Orderline on **0870 600 6566**, email via orderline@bhf.org.uk or visit bhf.org.uk

As a charity we can only continue our vital work in communities across the UK with your generous donations of time and money. If you'd like to help us save more lives, please visit bhf.org.uk/donate. Because it's only together that we can beat heart disease. For good.

OTHER USEFUL CONTACTS

You might want to get in touch with some of these useful contacts.

They may be able to support your scheme and help you forge partnerships with other organisations. There's more information on these contacts in the *Heartstart toolkit*.

- Local NHS Trust/Health Board
- Local NHS Resuscitation Officer
- Local ambulance service
- Community health projects
- Local authorities (eg, social inclusion partnerships, community health initiatives)
- Volunteer action groups (a good source of information for volunteers locally)
- First aid organisations/voluntary societies
- Colleges/universities with first aid instructors

Thank you for asking us about Heartstart. Setting up a scheme will make a real difference to your community, and you'll be part of a growing network of extraordinary people who are helping to save lives where they live.

BEATING HEART DISEASE TOGETHER



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