



**St John**

香港聖約翰救護機構

**Hong Kong St. John Ambulance**

香港麥當勞道二號 聖約翰大廈 St. John Tower, 2 MacDonnell Road, Hong Kong

24 小時緊急救護車熱線 :  
24-hour Emergency Ambulance Services:

電話/Tel: 1878000

理事會 (Council)	<input type="checkbox"/>	電話/Tel: 2530 8006 – 8008	傳真/Fax :2515 0205
救傷會 (Association)	<input checked="" type="checkbox"/>	電話/Tel :2530 8020 – 8024	傳真/Fax :2976 0457
救傷隊 (Brigade)	<input type="checkbox"/>	電話/Tel: 2530 8032 – 8034	傳真/Fax :2530 2727
少青團 (Youth)	<input type="checkbox"/>	電話/Tel: 2530 8057 – 8059	傳真/Fax :2530 4867

## Group Application Procedures and Guidelines:

### I. Enrollment

#### a. In Person:

On completion of the application form, please return it either in person or by an authorized representative to Hong Kong St. John Ambulance Association, 4/F., St. John Tower, 2 MacDonnell Road, Hong Kong. Office Hours: Mondays to Fridays from 8:30am to 6:18pm (except Saturdays, Sundays and Public Holidays).

#### b. By Mail:

Please complete the application form and then mail to Hong Kong St. John Ambulance Association, 4/F., St. John Tower, 2 MacDonnell Road, Hong Kong.

#### c. By fax or email:

Please complete and return the application form to the Association by fax (fax no. 2976 0457) or by email (email: [assn@stjohn.org.hk](mailto:assn@stjohn.org.hk)).

### II. Admission

- The Association reserves the right to refuse any application. A notification sheet will be sent to the applicant. **Upon acceptance of application, refund or changing course will not be accepted.**
- Applicants can arrange to have their places substituted should they be unable to attend the course by notifying the Association at least one week prior to course commencement with \$100 Administration Fee to be charged.
- The notification sheet will be sent to the applicant before course commencement date. If applicant has not received the notification sheet three days before class begins, please contact the Association at 2530 8020-24 or email to: [assn@stjohn.org.hk](mailto:assn@stjohn.org.hk).
- The charge for duplicate receipt of course fee is \$50.

### III. Personal information of applicant

The personal data provided by means of this form will be used for course admission purposes and future contact. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application or application documents will be returned to you. Enquiries concerning personal data collected can be sent in writing to: "Training Manager, St John Ambulance Association, 4/F., St. John Tower, 2 MacDonnell Road, Hong Kong".

### IV. Completion of Admission

- Upon completion of admission, the applicant is admitted to be a student of the St. John Ambulance Association; he/she has to abide by the class and examination regulations. Requests on switching class will not be accepted. **No refund will be made after payment.**
- In case the student has signs and symptoms of an upper respiratory infection, common cold or flu, the student should wear a face mask when attending classes.
- First Aid Course Manual & Bandages Pack can be purchased at the Office of St John Ambulance Association or by mail order along with the course application

### V. Special case

- If applicant suffers from physical or mobility constraint, i.e. knee flexion, fitted with artificial limb, visual and hearing impairments etc., and required for special assistance and arrangement while attending the course, an application form of **Special Needs Arrangement** upon course registration should be submitted to the Association where an administrative fee of \$50 may be charged.
- If applicant is pregnant or has a special medical condition, an application for **Re-scheduling of Course / Examination by Recommendation from Registered Doctor / Registered Chinese Medicine Practitioner**, assessed and approved by an attending physician or Registered Chinese Medicine Practitioner should be submitted to the Association in support of the applicant's attending the practical training and examination.

The Association reserves the right to amend the above guidelines from time to time without notifying individual applicant. Please refer to the Association website for most updated information.



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### Guidelines for Course/Examination Participants

HKSJA has arranged to clean and disinfect all classrooms and training equipment on a regular basis upon resumption of courses/examinations.

All persons should follow the following precautionary measures when attending course/examination organised by HKSJA:

### Entering into Classroom/Examination Venue

- 1 Participant with respiratory symptoms (e.g. cough, shortness of breath etc.) should wear a mask properly.
- 2 Report to the lecturer of the class/officer-in-charge of the examination immediately if feeling unwell during the course/examination.
- 3 Use 70-80% alcohol-based handrub to disinfect both hands, and follow all other preventive measures according to the instruction of the lecturer/examiner before each practical session. Bring and wear your own latex or Nitrile gloves (limited supply can be provided by the lecturer of the class/officer-in-charge of the examination upon request, while stock lasts) to avoid direct body contact.

### Other Arrangements

- 4 When conducting CPR training/practical examination, while most practical procedures will remain unchanged, there is no need to do mouth-to-mouth rescue breaths. You are only required to state out the application of this procedure.
- 5 All used surgical masks or gloves should be disposed into lidded rubbish bin.

Please follow the above precautionary measures to prevent the spread of Virus. Thank you for your cooperation. If you have any enquiries, please contact us at 2530 8020-24.

Hong Kong St John Ambulance Association  
1 March 2023



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S.J.A.A 104

### (Group Application Form for FA/BFA/ODRC/3HT/IFA/ACPR/CHCPR/ICPR/AED/CPRAED/ICFAW PHTLS/HN/AMLS/AHDR/BPLS/BLSO/BLS/PETFFA/SSE/ECG/3HTMH/BICM/EHN)

(Please complete this form in Block Letters)

Name of requesting organization: (English)

Proposed Course: \_\_\_\_\_ (Please specify the course name)

Proposed Date: \_\_\_\_\_ or \_\_\_\_\_ to \_\_\_\_\_ No. of Candidates: \_\_\_\_\_  
(Required fields)

Proposed Time: \* from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.  
(Required fields) (\* Please add an extra hour of break to the full-day course)

Proposed Exam Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

The examination shall be conducted 7 working days after the completion of course for Certificate in First Aid (FA) and One Day First Aid Refresher (ODRC) Course and is for 3 hours.

Proposed Venue: \_\_\_\_\_  
(Required field)

Medium of Instruction: \*Cantonese  / English  / Putonghua  (\*Please tick the appropriate box)

Recommended Lecturer/ Instructor (if applicable) : \_\_\_\_\_

Applying for AED/CPRAED course, please indicate the AED model No.: \_\_\_\_\_

Remark:  Non-profit making organization (if applicable)

Applicant information:

Contact Person Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
Postal Address:	_____		
Telephone No.:	(Office)	(Mobile)	
Fax No.:	Email Address:	_____	
Signature:	_____		Date: _____

#### CNE Certificate:

Upon the completion of a course, nursing and healthcare related staff can be awarded with CNE Certificate and points. The CNE Certificate will be issued at the time of issuing course certificate.

Please list out the name of the relevant applicants.

#### Internal Use Only

Course Code :	Lecturer / Instructor:
Outgoing / CE :	ATM: _____ Date: _____
Equipment Lease Date :	Equipment Return Date :
Training Assistant :	Date: _____