

CHAPTER XI ST. JOHN AMBULANCE

1101. Introduction.- (1) The St. John Ambulance Organisation in India is an autonomous voluntary body formed after the Order of St. John and has close links with the St. John Ambulance Association of U.K. It has two parts-

(A) St. John Ambulance Association, which imparts instructions in first aid, home nursing and allied subjects.

(B) St. John Ambulance Brigade, which provides services of trained personnel in first aid and home nursing.

(2) The Association is the instructional body and the brigade combines the individual efforts of qualified persons for public advantage and, in this capacity, forms a powerful recruiting agency for the work of the Association. The friendliest relations should, therefore, always exist between the two branches of the Ambulance organisation.

1102. Aims and objects of the St. John Ambulance Association:-

The aims and objects of St. John Ambulance Association are –

(i) To impart instructions to persons in rendering first aid in cases of accidents or sudden illness and in the transport of the sick and injured.

(ii) To impart instructions to persons in the elementary principles and practice of nursing and hygiene, especially that of the sick room.

(iii) To help in the provision and distribution of ambulance material and uniforms to the different Divisions and Corps, etc.

(iv) To organise various Divisions and Corps, etc.

1103. Aims and objects of the St. John Ambulance Brigade.-

The aims and objects of the St. John Ambulance Brigade are:-

(i) To afford holders of first aid certificates from the St. John Ambulance Association opportunities of meeting together for ambulance and nursing practice, with the object of combining individual efforts for the public good.

(ii) To render first aid to the sick and injured on public occasions, with the sanction of the Police and other concerned authorities, and to maintain in readiness a body of trained men and women qualified so to act.

(iii) To enroll a body of civilians qualified in first aid and trained in ambulance drill or nursing duties, willing to be placed at the disposal of Defence or other authorities as a supplement to the public medical services in case of necessity either at home or abroad.

(iv) To train personnel in ambulance transport duties.

(v) To develop and promote every means of rendering aid to the sick and injured.

1104. Functioning of the St. John Ambulance Association at various levels.-

(1) It is to be noted that the association is a purely voluntary and philanthropic organisation.

(2) Every Railway should have a Central Executive Committee at the headquarters level consisting of representatives of all the branches with preferably the General Manager/Additional General Manager as the Chairman and the Chief Medical Director as the Honorary Secretary.

(3) Sub-Committees should be formed at all divisional levels with the Divisional Railway Manager as the Chairman and representatives from all the branches at the divisional levels as Members. The Medical Officer in-charge of the Division will be the Honorary Secretary of this sub-Committee.

(4) Meetings of the Central Executive Committee will be held half-yearly, preferably in January and July, to receive and consider the reports from the Sub-Centres and to discuss plans for the ensuing half-year and to consider any measure that may be brought forward for the furtherance of first aid work on the Railways. Other meetings may be called for as and when necessary by the Honorary General Secretary, in consultation with the Chairman

(5) Five Members will form the quorum. The January meeting will approve of the annual report of the Railway Centre for submission to the Headquarters, New Delhi.

(6) The Sub-Committee will meet quarterly, preferably during the 1st week April, July, October January, to take stock of the first aid instructions and ambulance work in the division and arrange for speeding up the work connected therewith. It will also call for periodical reports from the health units and other establishments detailing the number of employees in each department to be trained in first aid and arrange to take suitable measures for conducting first aid, initial and refresher courses. The Sub-Committee will be solely responsible for the proper conduct of the affairs of the Sub-Centre. In addition to quarterly meetings, the Chairman may call for special meetings whenever necessary.

(7) The January meeting will approve of the Sub-Centre's report for the previous calendar year and arrange for its timely submission to the Railway Center. These reports will be consolidated at the Railway Centre and submitted to the St. John Ambulance Association New Delhi, before 5th January each year.

Note.- In all aspects, the functioning of the Association at various levels are to be governed by central regulations of the St. John Ambulance Association. (India).

1105. Training (First Aid and Home Nursing).

(1) Minimum number of candidates required to commence a class is ten and no class should have strength exceeding thirty.

(2) Initial training consists of eight lectures spread over a period of at least four weeks i.e., there may be only two lectures per week. The lecture should be of two hours' duration of which the latter half may be devoted for practical training such as bandaging, artificial respiration, etc. To become eligible to sit for the examination, a candidate must attend a minimum of six lectures.

(3) A first aid book and two triangular bandages will be provided on loan to candidates in the first instance free of charge. In the event of failure at the examination, these would be returned in good condition. On qualifying in first aid, the book and bandages become the candidate's property.

(4) The lecturer should be a registered medical practitioner of modern scientific medicine, or a lay lecturer approved and appointed by the St. John Ambulance Association, New Delhi. Under no circumstances are the lecturers permitted to examine their own trainees.

(5) The validity of the first aid certificate has been fixed to be three years and voucher certificates as five years from the date of issue. Therefore, employees have to attend a refresher course of lectures and should be re-examined before the expiry of three or five years, as the case may be.

1106. Refresher Course.-

- (1) A minimum of six candidates is sufficient to commence a class.
- (2) The training consists of four lectures and the classes will be conducted on consecutive days or twice a week as convenient.
- (3) The minimum number of lectures to be attended by a candidate should be four.
- (4) The examinations should be arranged within a fortnight after the completion of the course of lectures, with a written paper, viva voce and practical work.
- (5) Candidates may be given choice to answer questions in the regional language.
- (6) On successful completion of the refresher course, the Medical Officer in-charge of division will issue a certificate as in Annexure I to this Chapter.
- (7) If the candidate has secured sufficient number of marks making him eligible for higher awards like voucher/ medallion, the Medical Officer in-charge of division will arrange for the application to be submitted through the Honorary Secretary of the Railway center (CMD) to the Secretary General of the St. John Ambulance Association, New Delhi, for issue of the voucher/medallion (Please see paragraph 1112)
- (8) The cost of the voucher/medallion will be met by the Divisional Medical Officer In-charge who will pass the bills received from the St. John Ambulance Association, New Delhi.
- (9) The examiner's report for the refresher course need not be submitted to the St. John Ambulance Association, New Delhi. In the case of those to whom higher awards are to be arranged, extracts containing the marks list have to be sent, together with the necessary form duly filled in.
- (10) The Medical Officer in-charge of division will arrange to maintain a register showing the details of candidates their designation, station, department, date of re-examination, class of examination certificate numbers, etc.

1107. General Regulations of the St. John Ambulance Brigade. –

- (1) The various Districts of St. John Ambulance Brigade on the Indian Railways, under the overall direction of the respective Chief Medical Directors, are to be governed by the general regulations of the St. John Ambulance Brigade and the Brigade Orders issued from time to time by the Brigade Headquarters. All work connected with the St. John Ambulance Brigade must be carried out in accordance with the regulations and orders.
- (2) It is necessary to have sufficient number of copies of the regulations as well as other publications of the Brigade Headquarters, like the Dress Regulations, First Aid Text books, etc.

1108. Booking of Brigade members for Ambulance/Nursing duties.

The members of the Ambulance and Nursing Divisions may be booked for duties by the Railway Brigade Headquarters. The officers-in-charge of these Divisions should ensure that the members are in such cases relieved from their official duties and allowed to proceed to the place of their ambulance/nursing duties well in time, and in complete uniforms and outfit. The absence from their places of work for such ambulance/nursing duties is to be considered as duty for all purposes.

1109. Journeys in connection with the St. John Ambulance Organisation.

Railway employees, when attending drills or deputed for other duties in connection with the St. John Ambulance Brigade or the St. John Ambulance Association, may draw travelling allowance as on tour.

Note. The members of Nursing Divisions, who are not Railway employees, may be allowed travelling allowance at the rate of Rs. 2 per night.

1110. Supply of uniforms. –

(1) Uniforms to the members of the Ambulance and Nursing Divisions of the St. John Ambulance Brigade on the Railways should be supplied, free of cost, on the pattern as prescribed in the Dress Regulations (Ambulance) and the Dress Regulations (Nursing) issued by the headquarters of the St. John Ambulance Brigade (India), New Delhi. Terry cotton uniforms may be supplied once in five years to the members of St. John Ambulance Brigade and Nursing Divisions on Railways. The details of items are given in annexure II

(Rly.Bd. letter no. 83/H/11/5 dated 23.4.87)

(2) The cloth for uniforms should be obtained through the stores departments of the respective Railways and got stitched by members themselves to given pattern and individual size to look smart.

(3) The items of the uniform to be supplied free of cost to all members (gazetted and non-gazetted) of Ambulance Brigades and Nursing divisions and the scale and the periodicity of their supply should be as laid down in the dress Regulations (Ambulance/Nursing) referred to in sub-paragraph (1) above. Items of uniform other than those referred to in these Regulations will have to be arranged by the members themselves at their own cost.

(4) The disposal of the uniforms and equipment in case of transfer, resignation, discharge from service, retirement or removal from the rolls of the Brigade of the members should be done as indicated below:

(i) When a member is transferred to a station where an Ambulance/Nursing Division of the District exists and he desires to join it, he should be permitted to take his uniforms along with him to the new Division and this fact may be advised to the new Division.

(ii) When a member does not desire to join the Division at his station of transfer, he should be asked to return, within a month, the items of uniform supplied to him. If he does not return the same after the expiry of one month from the date of notice given to him, arrangement should be made to recover the cost of uniform, other than such of the items as arranged by the member himself at his own cost, through the pay sheets of the department to which the employee belongs.

(iii) In cases of transfer to a station where there is no Ambulance/Nursing Division, retirement, discharge from service, resignation from Railway service or Brigade or removal from the Brigade, the members concerned should be advised to return all the items of the uniform, other than such of the items as were arranged by the members themselves at their own cost, within a month from the date of notice. Otherwise, the cost there of should be recovered from their dues as follows:

- (a) Clothing items-- depreciated cost.
- (b) Other items (badges etc.)- Full cost.

The depreciated cost should be related to the life of an item and the period for which the same has already been used, e.g. half cost should be recovered for an item whose life is 10 years and has been used for 5 years.

(5) Uniforms of the deceased members should be destroyed under advice to the District Officer

(6) All uniforms and equipment issued to the members by the Railway are the property of the Railway administration. Members are responsible for their custody and proper care. Full cost will have to be paid by the members responsible for any loss and damage.

(7) Uniforms returned by the members on their transfer, discharge, retirement or resignations from the rolls of the Brigade are to be reissued after washing and pressing

Note.- For the rules relating to the supply of uniforms to members transferred to the reserve List, and the disposal thereof, see section 17, Regulations 240 to 250 of the General regulations of the St. John Ambulance Brigade.

(Ministry of Railways' letters No. 68/H/19/3 dated 22nd November 1972 and 17th January 1973, No. 73/H/11/2 dated 23rd June 1973, dated 13th August 1973 and dated 1st March 1974)

1111. Parade allowance.

According to the General Regulations, all members of the St. John Ambulance Brigade must be "efficient" in each year. To remain efficient, it is necessary, among other things, to attend at least twelve drills in a year (or practices in the case of Nursing Divisions). The payment of parade allowance to the members of the St. John Ambulance Brigade (including the members of the Nursing Divisions when they attend the practices) will, wherever admissible, be as per the schedule of rates in force. The number of parades for which the allowance is payable is restricted to fifteen in a year. It is to be emphasized that as St. John Ambulance Brigade is a voluntary organisation, the parade allowance is only to subsidise the transport expense etc. and not meant to be a source of profit or compensation of any kind.

(G.R. 142, G.R. 143, G.R. 157 and Ministry of Railways' letters No. 63/H/7/2 dated 7th February and No. 66/H/19/1 dated 25th March 1967.)

The current schedule of rates of Parade allowance are as follows:

	Category	Rates
1.	Divisional Superintendent/Surgeons	Rs.7.50
2.	Ambulance officers.	Rs.6.50
3.	District Surgeons.	Rs.6.00
4.	Surgeons or Honorary surgeons and Divisional Secretaries.	Rs.6.00
5.	Corporals/Lt. Surgeons	Rs.5.00
6.	Privates or Lt. Corporals	Rs.4.50

(Bd.'s letter [No. 89/H/11/2 dt. 21-11-1989](#))

1112. Certificates/Vouchers/Medallions.

(1) Employees required to possess a valid first-aid certificate should attend lectures for obtaining a first-aid "Certificate", which is valid for a period of 3 years. Such employees should undergo re-examination during the period of the validity of this Certificate.

(2) Employees securing 55% marks or more in the re-examination shall become entitled to a "Voucher", which is valid for a period of 5 years. Such employees should undergo re-examination during the period of the validity of this Voucher.

(3) Employees already possessing a valid 'voucher' and securing 60% mark or more in the re-examination shall become entitled to a 'Medallion'. No re-examination is necessary for the holders of the medallion.

(4) The concerned departments should keep a register enlisting the names of all employees who are required to possess a valid first-aid certificate for sending them for examination /re-examination in time.

(Ministry of Railways' letter No. 75/H/11/9 dated 27th November 1975.)

ANNEXURE I

[See Paragraph (1106)]

.....RAILWAY

MEDICAL DEPARTMENT

No.

This is to certify that Shri*/Kumari*/Shrimati*.....
who is in possession of first Aid certificate No.....dated.....,issued
by the St. John Ambulance Association (India), has attended a Refresher Course of Instruction in "First Aid
to the Injured" and has passed the examination held on.....at.....

Qualified for Certificate*/Voucher*/Medallion.*

Date.....

Place.....

Divisional Medical Officer

* Delete whatever is not applicable.

ANNEXURE II

A. AMBULANCE DIVISION DRESS

Category	Item of dress	Standard	Scale	Life
Working dress	1. Bush shirt	Terry cotton (Khaki)	One	5 years
	2. Trousers (pants)	-do-	One	5 years
	3. Belt of the same material as of the bush shirt.		One	5 years
	4. Waist belt & pouch.		One	One supply.
	5. Shoes		One	5 years
	6. Socks		Two	3 years
	7. Berry cap/turban	Blazer material	One	10 years
Cadets	1. Shirt	Terry cotton (khaki)	One	5 years
	2. Shorts	-do-	One	5 years
	3. Tie	Knitted black and white.	One	5 years
	4. Head dress	Maroon berry cap.	One	10 years
	5. Stockings	Khaki-woollen/ black-cotton	Two	3 years
	6. Belt		One	One supply
	7. Shoes		One	5 years

B. NURSING DIVISION DRESS

Category	Item of dress	Standard	Scale	Life
Officer	1. Sari-Grey	Voile/Terry cotton	One	5 years
	2. Blouse-white or Grey	Terry cotton	One	5 years
	3. Shoes in winter/sandals in summer.		One	5 years
	4. Socks – woolen in winter/ cotton in summer.		Two	3 years
Nursing/Ambulance sisters	1. Sari	White voile/ terry cotton	One	5 years
	2. Blouse	Grey/white/terry cotton	One	5 years
	3. Shoes in winter/sandals in summer		One	5 years
	4. Socks	Woolen in winter/ cotton in summer	Two	3 years
Cadets	1. Sari	White voile/ terry cotton	One	5 years
	2. Blouse	Terry cotton	One	5 years
	3. Shoes	Shoes in winter/sandals in summer	One	5 years
	4. Socks	Woolen in winter/cotton in summer	Two	3 years

NOTE: Punjabi dress will be optional and may be worn by Divisions, which decide to do so, provided all members of the Division wear the same.

Punjabi dress for Officers/ambulance Sisters cadets

1. Kameez	White/terry cotton	One	5 years
2. Salwardo.....	One	5 years
3. Dupatta	White muslin	One	5 years
4. Shoes	Shoes in winter/ Sandals in summer	One	5 years
5. Socks	Woollen in winter/ cotton in summer.	Two	3 years