

First Aid Provision

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Policy Statement

Summary West Yorkshire Police must comply with the Health and Safety (First Aid) Regulations 1981 and ensure the health and safety of its officers and staff by providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work and also appointing people, in low risk areas, where there is not the necessity for first aid trained personnel.

In addition to this, the Force will ensure officers and staff working in custody areas and those who regularly come into contact with members of the public receive first aid training.

Scope This policy applies to all police officers and police staff.

Principles

First aid provision The Force will use the HSE Approved Code of Practice and Guidance (L74) to ensure first aid provision is appropriate to the size and hazards of each workplace as follows:

- All front line operational officer/staff will receive Emergency First Aid at Work (EFAW) training
- Where the number of non front line operational officers/staff working at the site exceeds 50 at least one FAW trained first aider should be provided during this time (See additional information for details)
- The nature of the work being carried out at the premises and the history of accidents; e.g. public order training would be expected to have more first aiders available than driver training;
- The remoteness of the site from emergency medical services; and
- Shift patterns, annual leave and other absences of first aiders and appointed persons.

Force undertaking The Force will:

- Provide appropriate information, training, facilities and equipment on first aid to employees to ensure that the statutory requirements are met;
- Indemnify any member of staff who assists an employee or non-employee who becomes ill or is injured at work, either on or off the premises against legal action;
- Inform all employees of the location of first aid equipment and facilities as part of their induction; and
- Post at least one notice in a conspicuous position:
 - Giving the locations of first aid equipment and facilities; and
 - Providing information on how to contact a first aider including their

location where appropriate.

Training

The Learning and Organisational Development Centre coordinates all training and follows the content outlined by the College of Policing (which from early 2017 will include an awareness of AED's)

Modules relevant to the area of work:

Module	Group	Initial course	Refresher		Comments
			Annual	3 yearly	
2	Emergency first aid	7 hours	-	7 hours	Staff – Requiring Emergency First Aid at Work training (CSI'S/Imaging)
2a	All PC/PS/Insp/Specials/PCSO's	9 hours	4 hours yearly		All Police Officers /Specials/PCSO's as per COP Descriptors. CI and above to attend if they undertake a specialist role that requires this.
3	Custody	2 day	1 day		Covers detention officers, constable, sergeants.
	Custody Defibrillator Skills	½ day	½ day		Covers detention officers, constable, sergeants.
4	First aid at work	18 hours	4 hours	12 hours	CSI Supervisors, Dog Handlers
5	Firearms	5 day	14 hours yearly	-	Specialist (TAC MED)
5a	Public Order Training (PSU Medics)	18 hours	4 hours yearly	12 hours	Specialist (If they are TAC MED Trained it is the same as Mod 5 Firearms)
	Defibrillator	½ day	½ day	-	For staff where the equipment is sited

*Clinical Governance

- All First Aid Training that includes skills that are additional to basic First Aid will be subject to a clinical governance regime. This is currently provided by Yorkshire Ambulance Service and is coordinated through the firearms

training function.

Equipment

The Force will:

- Provide first aid kits (white cross on a green background) which must be:
 - Put in an easily accessible place, if possible, near to hand washing facilities;
 - Of a size that reflects the workplace; and
 - Ensure they are restocked after use and periodically examined so that out of date items can be safely disposed of.
 - Issue vent aids to officers and staff individually or as an additional item in the first aid kit. If possible, they should be used for mouth to mouth resuscitation to prevent contact with saliva and body fluids.
 - Supply portable first aid kits to lone workers or those carrying out potentially dangerous tasks after the work has been risk assessed by their managers.
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Potential death following police contact

- All incidents involving the resuscitation, or attempted resuscitation, of a person must be treated as a potential death following police contact and staff must follow the instructions contained in the Custody and Detention (including TACT Custody) policy.
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Automated External Defibrillators

Introduction

The use of defibrillators is the only effective therapy for cardiac arrest caused by ventricular fibrillation or pulseless ventricular tachycardia and the chances of survival are considerably improved if appropriate steps are taken to deal with the emergency.

For this reason, the Force:

- Has placed AEDs in each custody suite, public order training facilities and armed response vehicle (ARV), primarily for the use of trained personnel, but in circumstances where there is no trained member of staff this does not prevent these from being used by anyone willing to do so.;
 - Supports the provision of AED's at Police Premises which are accessible to both staff and members of the public; and
 - Has appointed a contact in each district and the Firearms Support Unit (FSU) to ensure that:
 - Sufficient officers and staff are trained in the use of AEDs; and
 - Records on adult basic life support and the use of AEDs are maintained.
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Automated External Defibrillators

Before you can apply for training in the use of an automated external defibrillator (AED), you must:

- Have completed, as a minimum, module 3 of the National Police Chief

Councils (NPCC)/COP Police First Aid Training Programme; and

- Possess a valid Emergency First Aid Certificate.

Certificate	is valid for ...	and in order to ...
Emergency First Aid Certificate;	three years from the date of examination;	remain authorised to use the defibrillator, you must renew your certification before the expiry of that period.
AED Certificate;	twelve months from the date of examination only;	

Responsibilities

Senior Leadership Teams

Senior Leadership Teams (SLT)

SLTs are responsible for:

- Ensuring that adequate First Aiders are identified and trained to cover the identified sites under their control.

Learning and Organisational Development Centre

Delivering Training

The Learning and Organisational Development Centre is responsible for:

- Ensuring training is only delivered by personnel with appropriate skills and qualifications as outlines by the College of Policing.
- Regularly reviewing the standard of training being offered to custody/public order training staff/FSU officers to ensure that it complies with current, nationally accepted, practice; and
- Liaising with the Yorkshire Ambulance Service over matters of training and operational use of defibrillators to ensure that all practices are compatible with the expectations of advanced life support providers.

Appointed First Aiders

Appointed First Aiders

Appointed First Aiders are responsible for:

- Attending refresher training courses to maintain their certification or notify their line managers where they plan to let this lapse;
- Ensuring that the contents on local First Aid boxes are maintained with current items of sufficient quantity; and
- Where their role can be undertaken in an agile manner, attending the workplace when required to provide First Aid cover.

Customer Service

Customer Service

Customer Service are responsible for:

- Maintaining the stocks of First aid boxes in location where there is not an appointed First Aider.
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All Officers and Staff

Officers and Staff Trained in the Use of an AED

Officers and staff trained in the use of AEDs, such as custody, public order or Firearms Support Unit staff, are responsible for:

- Using or assisting in the use of the AED if they possess Emergency First Aid and AED Certificates.
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All Officers and Staff

- All officers and staff are also responsible for informing their line manager if they have concerns about the provision of first aid in the Force to enable a review to be carried out.
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Use of AEDs

Dos and Don'ts Before and During Use

Officers and staff trained in the use of AEDs are responsible for the safe operation of the AED, taking precautions against various hazards and adhering to the following dos and don'ts:

Do:

- Only use the AED on a patient who is unconscious and not breathing;
- Call an ambulance immediately to ensure the earliest possible arrival of persons trained in advanced life support;
- Ensure the patient is not lying in water or any other liquid. If they are, move them to a dry area;
- Keep the defibrillator pads clear of other electrodes or metal parts in contact with the patient and remove metal necklaces, piercings and underwired bras as these can cause burns when they conduct electricity. (Piercings that cannot be removed must be covered with heavy adhesive plaster, pads placed at least one inch away from the piercing and linking chains disconnected);
- Check for and remove any medicine patches as these can heat up and burst during defibrillation and clean any residual deposit from the skin before applying the pads;
- Inspect the patient's chest for surgical incision scars and a raised area where a battery might be implanted under the skin, which would indicate the presence of a pacemaker, as this may mean that the AED will not

advise a defibrillation shock. However, if the patient is unconscious and not breathing, you should still attempt rescue by placing the pads at least one inch from any implanted device and 5 inches from the pacemaker battery;

- Apply the pads to dry bare skin (you may need to remove chest hair with scissors/razor provided in the AED kit to make a better connection) and ensure that you do not trap clothing and jewellery beneath the pads;
- Eliminate all touching, movement or vibration of the patient while the defibrillator analyses, including briefly stopping CPR, to ensure the cardiac rhythm can be properly assessed before attempting resuscitation (rescue); and
- Transfer the patient into the care of advanced life support personnel (ambulance paramedics) once they arrive.

Don't:

- Touch or move the patient during the defibrillator analysing process, unless performing CPR is necessary;
- Operate mobile 'phones or radios within one metre of the AED as these can cause incorrect rhythm recognition by interfering with the electronics;
- Operate the defibrillator close to flammable gases (including oxygen) as AEDs can sometimes produce sparks; and
- Touch metal objects which are in contact with the patient.

Post Use

- The operator, or other authorised person on duty at the time, is responsible for preparing the machine for readiness according to the manufacturer's instructions.

If used . . .	Then . . .
in custody;	<ul style="list-style-type: none"> • The AED should be retained for examination by the Professional Standards Department which will decide whether to seize the equipment or download the computerised memory chip.
by an Armed Response Vehicle;	<ul style="list-style-type: none"> • The AED should be kept with the ARV unless it has been damaged when a replacement should be sourced from within the FSU; • The duty supervisor must be informed; and • Professional Standards Department must be informed. They will decide if the AED should be immediately withdrawn from service. It must be made available to the Professional Standards Department on request, for download purposes as each device will record 60 minutes' worth of operational data.

Custody Staff Only

Custody staff are responsible for:

- Making a full and contemporaneous record of any detainee on whom

resuscitation procedures are carried out including the use of the defibrillator; and

- Updating the corresponding Custody record.
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Duty Supervisors

Staff Support

Duty Supervisors are responsible for:

- Providing further support where this is required or requested.
Reference must be made to the Trauma Risk Management (TRiM) policy.
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Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- Health and Safety (First Aid) Regulations 1981
 - HSE Approved Code of Practice and Guidance (L74)
 - Trauma Risk Management (TRiM) policy
 - Data Protection Act 2018
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Supporting Information

The supporting information for this policy can be accessed.
