



SUBJECT: First Aid Training/Medical Care Information

TO: Department Members

This Order establishes department policy and member responsibilities for the following:

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120.1. FIRST AID TRAINING/MEDICAL CARE INFORMATION

This Order establishes policy and procedure relative to first aid training for members. This section also establishes guidelines for detection and recognition of critical health care information and for delivery of this information to appropriate medical personnel.

120.1.1. ADMINISTRATION OF FIRST AID

- A. Enforcement members and members represented by the Service Employees International Union (SEIU) shall maintain first aid skills at a level of proficiency that will ensure appropriate, competent, and effective application of first aid skills. Members who have received department first aid training shall perform trained first aid skills when confronted with a medical emergency.

120.1.2. FIRST AID TRAINING PROGRAM

- A. The Training Division shall develop, implement, and monitor first aid training programs including development of first aid skill performance standards for department programs.
- B. Training Requirements
 - (1) Enforcement members shall successfully complete the department sponsored first aid training program in order to maintain proficiency in the identified first aid skills. This refresher program shall be conducted at work locations or approved training sites throughout the state as directed by the Training Division.
 - (2) Members represented by SEIU shall successfully complete the department sponsored first aid training program once every two years in order to maintain proficiency in the identified first aid skills. This training shall be tailored to laboratory needs. This refresher program shall be conducted at work locations or approved training sites throughout the state.
 - a. Members represented by the SEIU shall be exempted from first aid training upon presentation of a current comparable first aid certification.
 - (3) If approved by their commanders, other members may receive the first aid training as long as it does not conflict with training of members identified above.
- C. District and division commanders shall ensure that members under their command who are required to be trained receive the first aid training.
- D. Enforcement members and SEIU members who are either unable or unavailable to participate in the first aid training program requirements due to one of the following reasons shall be granted an exemption:
 - (1) Family Medical Leave Act (FMLA)
 - (2) Military Leave
 - (3) Non-Duty Medical Leave
 - (4) Workers Compensation
 - (5) Limited Duty
 - (6) Administrative Leave
- E. First aid instructors shall record on the Annual Training Recertification Record, UD-034, the enforcement and SEIU member's exemption as well as the reason.
- F. Work site commanders shall schedule enforcement and SEIU members who have missed the annual first aid program because of an exemption for retraining on the day they return to work.
- G. A record of first aid retraining after termination of the exemption status shall be recorded on the enforcement and SEIU member's UD-034.

H. First Aid Training Schedule

- (1) Mandatory first aid training shall be designated by the Training Academy to include required hours and locations. Work sites are permitted to complete additional training exceeding the training required by the Training Division.
 - (2) Make up programs shall be scheduled by individual instructors as the need arises. Make up programs shall be conducted as soon as possible after the primary training months to maintain program consistency.
 - (3) The Training Division shall be notified of problems or conflicts that may affect the completion of the training program within the scheduled time.
- I. Hours spent on first aid training by all members, including instructors, shall be carried as training hours.

120.1.3. INSTRUCTOR INFORMATION

- A. Department CPR-Basic Life Support instructors shall be selected by the Training Division as needed. The Training Division will solicit interested enforcement members through department correspondence. This correspondence will explain application procedures.
- B. Instructional Assignments
 - (1) The Training Division will determine the number of instructors for each district. Instructors will not be assigned to a specific work site and will be responsible for training personnel within the district they are assigned.
- C. Instructors shall successfully complete the Training Division First Aid Instructor course. Training courses shall be scheduled as needed.
- D. The Training Division shall maintain an accredited CPR-Basic Life Support First Aid Instructor Trainer to:
 - (1) Train new first aid instructors as the need arises.
 - (2) Provide refresher training for current instructors; and
 - (3) Develop, implement, and monitor training programs.
- E. Instructor refresher training (recertification) shall be scheduled annually by the Training Division to maintain instructor skills and update new techniques.

120.1.4. FIRST AID INSTRUCTOR RESPONSIBILITIES

First aid instructors shall:

- A. Administer the Training Academy approved, CPR-Basic Life Support curriculum, at locations identified and coordinated through the Training Academy First Aid Training Unit.
- B. Execute first aid programs within their district/division as directed by the Training Division.
- C. Determine locations where first aid training may be held.
- D. Forward recommendations regarding suggestions for first aid programs through channels to the Training Division.

- E. Assist and coordinate requisition of necessary supplies.
- F. Submit and maintain required records/reports.
- G. Maintain and store assigned equipment and supplies.
- H. Conduct Air Purifying Respirator (APR) Porta Count Fit or Quantifit Testing for field members.
 - (1) Testing shall be done on an annual basis in conjunction with one of the scheduled first aid training dates
 - (2) Testing shall only be conducted by first aid instructors certified to perform the Air Purifying Respirator (APR) Porta Count Fit or Quantifit Testing procedure.
- I. Review MIOSHA appendices A and B for lead exposure with students during the annual refresher program.

120.1.5. RECORDS

- A. The certified department instructors shall forward the following records, reports, and information to their district/division commander with copies to the Training Division upon completion of an instructor's assigned program.
 - (1) The CPR/Bleeding Control Incident Report, TD-062 shall be completed by those members having performed a lifesaving skill. The report may be completed at the time of the incident or at the time they attend a refresher program.
 - (2) Copies of incident reports that indicate special first aid skills performed or information that may be beneficial to the Training Division for the development and/or implementation of future programs.
 - (3) Work site commanders or their designee shall complete the Air Purifying Respirator (APR) section letters A-K on the UD-120 prior to May 1 each calendar year.
 - (4) A final written report:
 - a. Stating that the assigned members have completed the program; or
 - b. Identifying those members required to be trained who have not participated, the date they will comply, or the reason they are unable to comply.
- B. Upon completion of the annual First Aid Training program, the instructor shall indicate on the UD 034, Annual Training Recertification Record, if each member received a passing or failing grade in both the written and skill tests. The instructor shall sign the UD-034, which shall be retained at the local work site.

120.1.6. USE, MAINTENANCE, AND STORAGE OF FIRST AID TRAINING EQUIPMENT

- A. First aid training equipment shall be issued to the instructor's work unit. Designated instructors shall keep issued equipment in operating condition at all times.
- B. First aid training equipment shall only be used by members who are certified instructors and are familiar with the equipment.

C. Maintenance Expenses

- (1) Minor maintenance expenses for equipment and program implementation incurred locally, including cleansing supplies, shall be paid from local work site funds.
- (2) Repair and replacement of each work unit's CPR training equipment shall be the responsibility of the work unit. The Trooper Development Section, Training Division, shall be contacted for recommendations regarding specific equipment purchases.

120.1.7. MEDICAL CARE INFORMATION

- A. Established medical guidelines and procedures for detection and recognition of critical health care information and delivery of this information to the appropriate medical members shall be followed.
- B. Members trained in first aid skills shall be familiar with the following medical care identification programs, as well as other special programs which may be used in their local post area:
 - (1) Organ donor requests
 - (2) Secretary of State driver license sticker
 - (3) Vial of Life
 - (4) Kidney donor card
 - (5) Medic Alert tag/card
 - (6) Do Not Resuscitate Orders (DNR Orders)
- C. The following general procedures shall be followed for detection and delivery of medical care information.
 - (1) When appropriate for emergency situations, check the victim, the victim's personal effects, and all other available sources for special medical information or requests, i.e., allergies, diabetes, organ donor card, etc.
 - (2) If medical information is located, immediately notify the hospital through appropriate channels. This will prepare the hospital for the arrival of the victim. Even in the case of a victim who may be pronounced dead on arrival, some body parts may be donated, i.e., eyes, internal organs.
 - (3) As a follow-up, the transporting ambulance or EMT unit shall be informed and, if possible, given the medical information source (card or tag) to give to the hospital for its file. This provides a second source of notification for the medical personnel.
 - (4) If the enforcement member goes to the hospital, he or she shall check with the medical personnel to ensure the information was received through the other sources.

120.1.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) GUIDELINES

- A. Before purchasing an Automated External Defibrillator (AED), work site commanders shall contact the Budget and Financial Services Division to ensure the vendor is listed on the current state approved contract list and contact the First Aid Unit for guidance on which unit to purchase. This provision does not prohibit work site commanders from acquiring an

AED through a non-listed vendor provided that the work site did not purchase the unit (i.e., an AED funded and donated to the work site through a local fundraiser event).

- B. Maintenance and procurement of replacement items (e.g., pads and batteries) for AEDs shall be the responsibility of the work site commander through the vendor.
- C. The following procedures shall be followed for those work sites equipped with an AED.
 - (1) AED training shall be incorporated into the first aid program as directed by the First Aid Training unit.
 - (2) On a monthly basis, the work site commander or their designee shall inspect all AEDs assigned to the work site to ensure the units are operating properly and to check the expiration date on both the pads and batteries. The member conducting the inspection shall use the Equipment Checklist form, UD-098, as a guide. Any deficiencies found shall be reported to the work site commander for appropriate corrective action. Members who carry an AED on patrol should also perform a similar inspection prior to taking the unit.
- D. The following procedures shall be followed for taking AEDs out of service.
 - (1) AED Repairs
 - a. If an AED is in need of repairs, the AED will be taken out of service and shipped to the manufacturer for repair. Upon completion of the repairs, the First Aid unit shall be notified, and the AED can be placed back into service. Repairs will be paid for out of the work site budget, or through the division or bureau the work site falls under.
 - (2) AED Recycling
 - a. If an AED is unserviceable, the Training Academy First Aid unit shall be notified. After notification, the AED shall be taken to a proper recycling plant for destruction.

120.2 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the Field Support Bureau (Training Division), in cooperation with the Executive Operations.

DIRECTOR