

## **GWENT POLICE FIRST AID PROCEDURE**



### **1.1 Introduction**

1.1.1 Sir William Macpherson's report on the Stephen Lawrence enquiry, dated February 1999, had a significant effect on the area of First Aid in the Police Service and stated that:

**“Front-line police officers must be instructed to "think First Aid". They must be trained properly in basic steps to be taken to recognise and deal with what is discovered. It should be automatic that the Airway, the Breathing and the Circulation are assessed at once. With basic training the staunching of bleeding, the administration of mouth to mouth resuscitation, external cardiac massage and where heavy bleeding is seen, raising the legs to protect circulation should be as much a matter of second nature as it is to dial 999 or to radio for an ambulance.”**

1.1.2 In recognition of our 'duty of care' to all staff and the public with whom we come into contact, Gwent Police seek to promote safety in Gwent. This procedural guidance is provided to support the health and safety of staff throughout the organisation, and our commitment to protect and reassure.

1.1.3 This procedure links into the Health and Safety policy of Gwent Police. Forces must be able to demonstrate that individuals are able to deal not only with incidents professionally but must also be given the training, policy guidance and standards to equip them in meeting the resulting requirements placed upon them by their moral duty of care and associated legislation.

1.1.4 Whilst it is not the primary duty of Gwent Police to provide First Aid, this being secondary to the prevention and detection of crime, Police officers have the same commitment to duty of care as any member of the public. Also there is an expectation that Police will know first aid, and that they are more likely to be in situations where violence/ accidents have occurred.

1.1.5 The role of the police officer incorporates the lawful use of force and as such they must be accompanied with the subsequent skills and authority to use initiative and exercise discretion in their care of any injured party. They must establish a 'reasonable practicable' standard of care to prevent contravening the laws of negligence from careless conduct.

1.1.6 Gwent Police is committed to ensuring that all public contact personnel are trained to provide the minimum standards of first aid, in accordance with the Health and Safety Executive (HSE) and the National Policing Improvement Agency (NPIA) minimum requirements for the delivery of first aid training.

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE**

## 1.2 Legislative Requirements

1.2.1 The Deputy Chief Constable for Gwent has decided that this procedure applies to:

- All Police Officers irrespective of rank;
- All Special Constables irrespective of rank;
- All Police Community Support Officers;
- All Police Support Staff who come into public contact in their every day duties and other staff whose line managers appoint them within the Health and Safety Executive (HSE) guidance framework.

One of the MacPherson report conclusions was that:

**“Not only should officers be properly trained and be given proper refresher training at regular intervals, but it must be made plain that more senior officers need instruction just as much as junior officers. An officer in the position of Mr Groves (senior officer at the Stephen Lawrence incident) must be able to ensure that what is being done by his juniors is proper and satisfactory and in accordance with well co-ordinated and directed training.”**

1.2.2 The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees. Although the act does not legally require ‘the public’ to be included, it is strongly recommended by the HSE that organisations do so.

1.2.3 Please refer to the relevant legislation for guidance on this issue. This guidance can be easily found at [www.hse.gov.uk/firstaid/legislation.htm](http://www.hse.gov.uk/firstaid/legislation.htm)

1.2.4 The unique position and responsibilities of the Force, and high public expectations dictate that the ‘treatment’ of the ‘public’ will, in the absence of advanced medical care, always be the duty of any police representative present.

1.2.5 In any undertaking, the more staff there are, the greater is the incidence of injury occurring at work. What is adequate and appropriate will depend on the circumstances in each workplace and should be assessed as to what the ‘reasonable’ first aid needs are. Below are the common considerations and possible actions that could be taken in order to address them:

### Aspects to consider

You are required by law to make an assessment of the significant risks in your workplace. What are the risks of injury and ill health identified in this risk assessment?

Are there any specific risks, e.g. working with:  
Hazardous substances; Dangerous tools;  
Dangerous machinery; Dangerous loads or animals?

### Impact on first aid provision

If the risks are significant you may need to employ a first aider.

You will need to consider: Specific training for first aiders; Extra first-aid equipment; Precise citing of first-aid equipment.

## NOT PROTECTIVELY MARKED

Are there parts of your establishment where different levels of risk can be identified, (e.g. in a University with research laboratories)?	You will probably need to make different levels of provision in different parts of the establishment.
What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: Locate your provision in certain areas; Review the contents of the first-aid box
How many people are employed on site?	You may need to employ more first aiders
Are there inexperienced workers onsite or employees with disabilities or special health problems?	You will need to consider: Special equipment; Local citing of equipment.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.
Is there shift work or out-of-hours working?	Remember that there needs to be first-aid provision at all times people are at work.
Is your workplace remote from emergency medical services?	You will need to • Inform local medical services of your location; • Consider special arrangements with the emergency services.
Do you have employees who travel a lot whilst in work or work alone?	Consider issuing personal first-aid kits and training • You will need to: Consider issuing personal communicators to staff.
Do any of your employees work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers.
Do you have any work experience trainees?	Your first-aid provision must cover them.
Do members of the public visit your premises?	You have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first-aid provision.

### 1.2.6 The **minimum** first-aid provision on any work site is:

- A suitably stocked first-aid box;
- An person appointed to look after the first-aid equipment and facilities and call the emergency services when required. To fulfill their role, appointed persons do not need first-aid training. However, emergency life-support training courses are available and would be an advantage in this role.

1.2.7 It is also important to remember that accidents can happen at any time. First-aid provision needs to be available at all times people are at work.

## **1.3 Number of First Aiders and training levels**

1.3.1 In the below table FAW and EFAW refers to persons who have passed a First Aid at Work course or an Emergency First aid at Work course respectively.

## NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

### Lower Hazard (e.g. shops, offices, libraries)

Fewer than 25 employees	= At least 1 Appointed Person
25 to 50 employees	= At least one EFAW (Module 2 Police)
More than 50	= At least one FAW for every 100 people (or part thereof)

### High Hazard (e.g. light engineering, assembly work, food processing, warehouse, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture)

Fewer than 5 employees	= At least 1 Appointed Person
5 - 50 employees	= At least 1 EFAW or FAW depending on type of injury that may occur
More than 50	= At least one FAW for every 50 employed (or part thereof)

1.3.2 The above numbers are a **minimum** requirement. Where there are special circumstances, such as shift work or sites with several buildings, there may need to be more personnel than set out in the above table.

1.3.3 It is also recognised that some departments/staff located within our premises carry out tasks or activities that could require a higher level of training or a greater number of staff trained in first aid. This would initially be identified by departments or service areas through the person's job specific criteria and/or job specific risk assessment. This should be highlighted on the department's Health and Safety Committee Checklist which is reviewed at Service Level Health and Safety Committee meetings. The Force Health and Safety Adviser attends all Service Area Health and Safety Committee meetings and will give advice and guidance where necessary.

1.3.4 It is essential that staff who provide First Aid at Work are reliable, available on site and likely to remain calm in an emergency. Ideally the first aider should be a willing volunteer. It will be for the Business Support Officers for each LPU and other Force premises (such as HQ and Vantage Point) to identify who their FAW's will be using the guidance in this document. Should Business Support Officers require further guidance they can refer to the Health and Safety Executive website, contact the OST Sgt or the Force Health and Safety Officer.

### 1.3.5 First aider allowance

The Police Staff Council Pay And Conditions of Service Handbook states:

**"Forces shall pay an allowance to qualified and recognised work place first aiders or employees required to hold a first aid qualification."**

This allowance only applies to:

- those individual members of police staff who are qualified and recognised (i.e. nominated by the force) to act as work place first aiders (non role specific)
- those members of police staff who because of the role they perform are required to hold a first aid qualification (role specific).

Therefore the above persons shall receive a monthly financial reward whilst they carry out the role. This will be administered by the Finance Department. It is the responsibility of FAW trained staff to inform the Finance Department of their qualification in order for payment to be arranged. Those

NOT PROTECTIVELY MARKED

## **NOT PROTECTIVELY MARKED**

FAW trained staff who cease this role or fall out of the compliance with the qualification **MUST** inform the Finance Department immediately in order for the payment to stop.

### **1.4 Other occupations that require/may require a member of staff to hold a First Aid Qualification (not necessarily FAW standard).**

- SEO
- Vehicle Workshops
- OST Instructor
- Crime Scene Investigators
- Laboratory Technicians
- Any other role within Gwent Police deemed necessary by management

### **1.5 List of Stations and the First Aid at Work requirement (not EFAW)**

1.5.1 The majority of Gwent Police's First Aid needs will be satisfied by the NPIA's Module 2 First Aid Police Skills which is equivalent to the National EFAW Course. Module 2 is delivered to all Police Officers and identified Police Staff.

1.5.2 However some buildings because of their higher occupancy levels will require additional staff to be trained to FAW (First Aid at Work) Level as listed below:

<b>Name of Building</b>	<b>Approx No. Persons</b>	<b>First Aid Requirements</b>	<b>Suggested Cover Levels</b>
Blackwood	60-70	At least 1 FAW	1 + 2
Cwmbran	70	At least 1 FAW	1 + 2
Maindee	80	At least 1 FAW	1 + 2
Mamhilad (Block A)	97	At least 1 FAW	1 + 2
Mamhilad (Block C)	87	At least 1 FAW	1 + 2
Newport Central	200+	At least 2 FAW	2 + 4
Police HQ	200	At least 2 FAW	2 + 4
Pontypool	60	At least 1 FAW	1 + 2
Vantage Point	150	At least 2 FAW	2 + 2
Ystrad Mynach	60	At least 1 FAW	1 + 2

1.5.3 The First Aid at Work Requirements are the minimum legally required at these premises, allowance should be made for sickness, holiday cover etc. (Suggested Cover Levels).

### **1.6 Training**

1.6.1 All personnel requiring a Module 2 first aid course due to them being Police Officers or Police Staff who are in a Public Contact role will automatically be allocated courses by the Force Rotas department. However, officers who suspect that they may have been overlooked should contact People Services Admin.

1.6.2 Employees who do not fall into the above category but are identified as requiring First Aid training will require their line manager to submit a formal request to the OST Sgt asking such

**NOT PROTECTIVELY MARKED**

## **NOT PROTECTIVELY MARKED**

training to be provided. This is to prevent too many persons being trained when unnecessary. This is particularly the case with Module 4 (FAW) training.

1.6.3 Regulation 3(2) of The Health and Safety (First-Aid) Regulations 1981 states that in order to provide first aid to injured or ill employees, '**..a person shall not be suitable unless he has undergone –**

- a. such training and has such qualifications as the Health and Safety Executive may approve for the time being in respect of that case or class of case, and**
- b. such additional training, if any, as may be appropriate in the circumstances of that case'**

1.6.4 FAW and EFAW training can only be offered by training organisations approved by HSE or recognised awarding bodies of Ofqual/Scottish Qualifications.

1.6.5 In 2009 Gwent Police was granted a Certificate of Approval (number 45/09). In May 2010 Gwent Police were also granted an Addendum to this certificate covering NPIA's Module 2 course being accepted as equivalent to EFAW.

1.6.6 Training approved by these Certificates may only be delivered by a qualified Trainer. A person will be a 'qualified Trainer' for the purposes of this training if they:

- a) hold a current First Aid at Work certificate or a current NMC, GMC or HPC (Paramedic) Certificate together with evidence of current First Aid knowledge and
- b) has a formal teaching or training qualification, and
- c) can show that they:
  - i) have regularly provided First Aid at Work and Emergency First Aid at work training courses approved by the HSE during the previous three years, or
  - ii) have conducted at least two practical and two theoretical first aid training sessions under the supervision of a qualified assessor in the last three years.

1.6.7 Currently in Gwent Police all First Aid training will be delivered by the Operational Safety Training (OST) Department whose staff meet the above criteria. The above criteria not only applies to FAW and EFAW courses but also Firearms and PSU Medics as these courses include the Modules 2 or 4 certificates. For these courses the Trainer will need to be to at least the standard that they are delivering. For example - to instruct on a PSU Medics Course the Trainer will have to be HSE accredited AND have passed a PSU Medic Course. This is an area that must be decided by the Clinical Governance Committee for the Force.

## **1.7 Training Course Summary**

1.7.1 The first aid training programmes currently available within Gwent Police consist of the following modules/courses.

1.7.2 NPIA Module 1 - Emergency Life Support 2 hours  
Aimed at staff who do not receive a higher level of first aid training.

1.7.3 NPIA Module 2 - Emergency First Aid at Work 9 hours  
Aimed at general patrol staff and public contact support staff.

**NOT PROTECTIVELY MARKED**

## **NOT PROTECTIVELY MARKED**

In 2010 the HSE has formally agreed that Module 2 is equivalent to EFAW as long as the Force is licensed to deliver FAW/EFAW.

### 1.7.4 NPIA Module 3 - First Aid Skills Custody 4 hours

Aimed at custody staff who have completed Module 2.

### 1.7.5 NPIA Module 4 - First Aid at Work 18 hours

Aimed at police specialists and other grades of staff where First Aid at Work level training is required or a static site has a requirement to provide a 'first aider' under the HSE guidelines – as mentioned above.

### 1.7.6 NPIA Module 5 – Specialist Training

This includes any other First Aid training not included in the above Modules. Most common examples are AED (Automated External Defibrillator), Medical Gases, Ligatures and Airways. Firearms and PSU medic courses also fall into this Module.

## **1.8 Firearms Officers**

### 1.8.1 Standard Level - 12 hrs (2 days)

Meets the requirements of the Association of Chief Police Officers (ACPO) and is aimed at Authorised Firearms Officers (AFO) and Armed Response Unit (ARU) officers .

Is aimed at specialist officers working in high risk environments that do not require the 'enhanced level' of training.

A list of the specific First Aid elements can be found in the NPIA Firearms Officer First Aid Training D13 document.

One year after qualification the officer will attend a 1day/6hour role related refresher. Two years after the initial qualification date they will attend another 1day/6hour role related refresher. Three years after the initial qualification date they will attend an initial qualification course again, i.e. 12hours.

### 1.8.2 Enhanced Level - 30hrs (5 days)

Aimed at Instructors/ Specialist AFO's.

Is aimed at staff that work in permissive or non-permissive environments that may have a requirement above the Standard level.

A list of the specific First Aid elements can be found in the NPIA Firearms Officer First Aid Training D13 document.

One year after qualification the officer will attend a 2day/12hour role related refresher. Two years after the initial qualification date they will attend another 2day/12hour role related refresher. Three years after the initial qualification date they will attend an initial qualification course again, i.e. 30hours.

**NOT PROTECTIVELY MARKED**

## 1.9 Police Support Unit

### 1.9.1 PSU Medic - 80hrs (2 weeks)

Meets the requirements for ACPO Public Order 'Operational Support Medic'. Is aimed at those officers who will have the duty to treat in the active public disorder arena with delayed NHS Support.

Annual refreshers of 32 hours over 4 days.  
Plus 1 shift with local ambulance staff.  
Plus 1 day in hospital operating theatre.

## 1.10 Automated External Defibrillators (AED)

1.10.1 At this time Gwent's only official AED's are housed in the two designated custody units. AEDs are used within the designated custody units as recommended in the Safer Detention and Handling of Persons in Custody document. FAW courses do not routinely cover the use of defibrillators. The HSE does not specify the content of this training and organisations providing it do not need HSE approval. The HSE state that "it is important that those who may use it are appropriately trained".

In line with the above the Resuscitation Council for the UK and NPIA state that where organisations supply AED's then they should also provide training for their staff. However, "**An AED can be used safely and effectively without previous training. Therefore, the use of an AED should not be restricted to trained rescuers. However, training should be encouraged to help improve the time to shock delivery and correct pad placement.**" As a result no signs shall be placed alongside AED's giving contrary information to the above. Gwent Police Staff who have ready access to an AED, such as Custody staff, will be trained in the use of AED.

1.10.2 The Resuscitation Council (UK) recommends that "those who train others in the use of AEDs should be appropriately qualified. Provided that they are skilled in teaching, and able to demonstrate competency in the use of an AED, the following people are suggested: Doctors, **nurses**, resuscitation officers, community defibrillation officers, paramedics, statutory ambulance service trainers, voluntary aid society and voluntary rescue organisation trainers, and other individuals such as **accredited first aid trainers**. This list is not exhaustive."

1.10.3 Typically a stand alone AED course will be delivered in half a day and is valid for 12 months. However, AED training can be 'bolted on' to courses such as Modules 2 and 4 in which case the training may only take 1-2 hours extra.

1.10.4 Those areas that have AED's must ensure that the battery is checked periodically and replaced when necessary. This also applies to the AED pads that have a shelf life printed on them.

## 1.11 Appeals Procedure

1.11.1 Those persons who attend first aid courses will be made aware of the below appeals procedure should they unfortunately fail the course:

### **1.11.2 Stage One**

The student will be encouraged to discuss their concerns with the assessor/course trainer.

### **1.11.3 Stage Two**

Should resolution fail to be reached at stage one the assessor may be offer the candidate a second assessment of their competence. If the student wishes, this will be undertaken by an assessor independent of the original assessment. This second assessment is likely to take place within a week or two of the original assessment rather than on the same day. This gives the candidate time to reflect on their performance and to practice/revise.

### **1.11.4 Stage Three**

Should resolution fail to be reached at stage two the candidate will be advised to raise their concerns with the Operational Safety Training Sergeant - unless this officer is the assessor. If this is the case then the concerns of the student should be directed toward the Inspector in charge of Operational Safety Training. A written record of the appeal together with action taken will be produced by the Officer Safety Training Sergeant/Inspector and signed by those present.

### **1.11.5 Stage Four**

Should resolution fail to be reached at stage three the candidate will have the option to raise their concerns with the Head of People Services. A written record of action taken at stage four will be produced by the Head of People Services and signed by those present.

### **1.11.6 Stage Five**

For those persons sitting an FAW or EFAW course only, there is a further level of appeal in that the candidate may contact the First Aid Approvals and Monitoring Service (FAAMS) who work on behalf of the Health and Safety Executive (HSE). They will have the final say.

## **Officers Who Are Physically Unable To Pass**

Those instances where officers and staff who by the very nature of their role must be first aid qualified but are unable to pass the course due to being physically unable, will be referred to the Occupational Health Unit (OHU). This sometimes happens to persons due to obesity, knee or back issues etc. The OHU will then decide whether the officer/staff member remains operational.

## **1.12 Refresher Training**

1.12.1 The refresher training programmes will consist of the following:

- Module 1 – 2 hours Annually
- Module 2/EFAW – 4 hours Annually
- Module 3 – 4 hours Annually
- Module 4/First Aid at Work – 4 hours Annually (Mod 2) + 12 hours Every 3 years
- AED – half a day OR 1-2 hours if 'bolted on' to Modules 1, 2 or 4
- Firearms Standard = 6 hrs annually + 12 hrs Every 3 years
- Firearms Enhanced = 12 hrs annually + 18 hrs Every 3 years

## **NOT PROTECTIVELY MARKED**

- PSU Medics = Annual refreshers of 32 hours over 4 days. Plus 1 shift with local ambulance staff. Plus 1 day in hospital operating theatre.

Those Officers and Staff who miss their refresher training will have to re-sit the initial course. Therefore, it is of the utmost importance that they attend their refresher training on time.

### **1.13 Notification of First Aid Arrangements**

1.13.1 Notices must be securely displayed in a conspicuous position in all work places giving the location of first aid equipment and the name(s) and locations of the 'Appointed Persons' or 'Nominated First Aiders'. Such notices will be purchased through their Business Support Officer..

1.13.2 Notices should be periodically reviewed and updated by the 'Appointed Person' or 'Nominated First Aider' as required. The OST Sgt. will arrange quarterly checks of these boards.

1.13.3 General notice boards are not considered to be the most appropriate place for positioning of first aid notices, as these tend to be covered by a plethora of other notices.

1.13.4 Approved laminated notices should be obtained and displayed at all sites.

### **1.14 Operational deployment**

1.14.2 Those officers with a need for above HSE standard First Aid at Work (i.e. Firearms Standard/Enhanced, PSU Medic) qualifications will be selected and deployed by their management teams for day to day resourcing.

1.14.3 Although the officer's medical role may be secondary to their main role these officers will have a 'specific' duty to treat the ill and injured as dictated by tactics involved. Consideration should be given to a number of these officers being 'dedicated' for a primary medical role for higher risk operational duties.

1.14.4 Units that risk assess the need for above HSE level training will supply and maintain all equipment required for that officer to provide the expected level of care.

### **1.15 First Aid boxes for police vehicles**

1.15.1 All Operational Police Vehicles must carry a First Aid kit. The HSE guidance is that the **minimum** contents of a standard First Aid kit should be:

- Leaflet giving general guidance on First Aid
- 20 individually wrapped sterile plasters – assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages – preferably sterile
- 6 safety pins
- 2 large size dressings
- 6 medium size dressings
- 1 pair of disposable gloves

**NOT PROTECTIVELY MARKED**

**This is a suggested contents only. It is recommended that you do not keep tablets and medicines in the first aid box.**

1.15.2 It is the responsibility of ALL users of such vehicles to ensure that the First Aid box is checked and kept well stocked with 'in-date' items. In addition to this, each station must have a system whereby the contents of vehicle first aid kits are checked and re-stocked. Supplies can be obtained via Central Stores at HQ or the work stream area's Business Support Officer.

## **1.16 Training and Training Records**

1.16.1 The Learning and Development Department and DELPHI system will hold all assessment and certification records.

1.16.2 Initial and refresher First Aid training is mandatory.

1.16.3 Police officers, and Police Staff where applicable, will be nominated centrally to complete both Operational Safety and First Aid training.

1.16.4 This process will be co-ordinated through the People Services Admin Department together with the Force Rota Team. Nominations will be made according to refresher training due dates. Officers will receive joining instructions providing advanced notification of scheduled training.

1.16.5 Officers and Staff already in receipt of joining instructions prior to implementation of this process will retain their training date as notified.

## **1.17 Non-attendance on courses**

**1.17.1 Only in exceptional circumstances will consideration be given to rescheduling a rostered training date.** Such requests will only be considered at the request of the individual's line manager who will contact the Head of Learning and Development prior to authorizing the individual's non-attendance.

**1.17.2 Staff failing to attend First Aid Training will be required to submit email correspondence via their line manager to the Head of Learning and Development detailing their reason for not attending the training. This must be done within 48 hours of the non-attendance. The matter may then be referred to the Professional Standards Department for those officers failing to attend.**

1.17.3 The Sgt in charge of the Operational Safety Training Department will collect monthly data indicating how many officers and staff have been trained under this policy. These figures will then be forwarded to the Deputy Chief Constable for their attention.

## **1.18 Soiled First Aid Dressings**

1.18.1 Clinical waste bins are provided within all our custody units and at the occupational health unit and should be used for disposal of soiled clinical waste in line with the Force Waste Management Procedure.

Hypodermic needles, pasteur pipettes, scalpel blades, lancets and broken glass all come under the definition of 'Sharps'

All sharps have the potential to cause injury through cuts or puncture wounds. Sharps can cause accidental injections and cuts when improperly handled.

All officers and staff must ensure that they familiarise themselves with the following two Gwent Police procedures, Control of Infectious Diseases and Waste Management Procedure. Both procedures will assist staff in awareness of the issues relating to 'sharps' along with guidance and direction regarding the correct method of their storage/disposal.

## **1.19 Clinical Governance**

1.19.1 It is the responsibility of the Chief Constable to ensure that Clinical Governance is set up within their Force. All Chief Constables in the UK have been made aware of the need for Clinical Governance via correspondence from the ACPO First Aid Forum. However, this has yet to be implemented in Gwent.

1.19.2 The role of the Clinical Governance Committee is to ensure current safe practice and methods of delivery of pre-hospital care through advice and guidance to the forces first aid training departments.

## **1.20 Responsibilities**

1.20.1 The Learning and Development Department managers are responsible for implementing the current content of skills training within the First Aid training programme to meet the force requirements.

1.20.2 All First Aid training will be delivered and assessed by the Operational Safety Training Department. For Specialist Departments they may be assisted by trained officers from those departments.

1.20.3 Enhanced First Aid skills training will take place following a 'training needs analysis' by the L&D Department and delivered by the OST Department.

1.20.4 The below arrangements are the responsibility of the 'Appointed Person' or 'Nominated First Aider' for that area. Any First Aider may be nominated by their line manager or Business support Officer to carry out this role.

1.20.5 First Aid boxes (in stations and vehicles) must be kept stocked and checked for out of date items. In buildings this is the responsibility of the FAW qualified staff or Appointed First Aider and should be done at least once per month. It is advisable for FAW qualified staff to be made responsible for a specific first aid box. Any out of date items must be removed and sent to the OST

Department for use in training. New stock must then be obtained and the First Aid box re-stocked as soon as possible. Replacement First Aid items can be obtained via Central Stores, HQ or the work stream area's Business Support Officer.

1.20.6 Anybody who delivers First Aid to another must complete and submit a Form 'F2508-Police'. This is the 'Report of an Accident/Injury/Assault, Dangerous Occurrence or Near Miss' form. An accident book may also be completed if wished but persons must also ensure this form is submitted. The information can help identify accident trends and possible areas for improvement in the control of health and safety risks. It can be used for reference in future First Aid assessment needs.

1.20.7 An additional First Aid box should be kept behind each station front desk and in full view of the general public. This will assist in public reassurance but also ensure that a First Aid box is near to hand should a member of staff be called upon to help the public.

## **2.1 Human Rights Certification of Compliance**

The procedure has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

## **3.1 Compliance with the Welsh Language Scheme**

This procedure aims to comply with the organisations Welsh language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the language scheme.

## **4.1 Risk Assessment and health and safety Considerations**

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

**5.1 Procedure Identification Section**

Procedure Title: First Aid

Reference: 123/1 issue 1

ACPO Lead: DCC

Service Area Owner: Head of People Services

Department Responsible: Learning and Development

Links to other Policies/Procedure: Health and Safety Policy

Procedure Implementation Date: 26<sup>th</sup> April 2011

Procedure Review Date: April 2013