

FIRST AID, EMERGENCY RESPONSE, CPR, AND AED PROGRAMS

7.01 PURPOSE

The purpose of this directive is to govern the administration of the Department's First Aid, Emergency Response, and Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillation (AED) for the Professional Rescuer (FPR) certification and recertification/review programs. It also establishes guidelines for the storage, maintenance, and use of Department AEDs, as prescribed by the Pennsylvania Department of Health.

7.02 AMERICAN RED CROSS

Provisions of the Good Samaritan Act require the Department to maintain an alliance with the American Red Cross as the certifying agency for First Aid, Emergency Response, and CPR/AED FPR certification. The American Red Cross has the authority and responsibility to set regulatory levels of compliance to validate their certification programs. This includes certification and recertification of Pennsylvania State Police (PSP) members and civilian instructors, PSP members/enforcement officers, PSP Cadets, and Municipal Police Officers' Education and Training Commission (MPOETC) enforcement officer trainees, and designated Department employees.

7.03 CERTIFICATION LEVELS

- A. The American Red Cross recognizes four levels of certification within the Department. These are: instructor trainer, instructor, certified members/enforcement officers and designated employees, and noncertified members/enforcement officers and employees. First Aid, Emergency Response, and CPR/AED FPR are separate certifications. Therefore, members/enforcement officers may be concurrently certified or noncertified in each program.
- B. First Aid and Emergency Response certifications are valid for three years, and CPR/AED FPR certification is valid for **two years**. First Aid, Emergency Response, and CPR/AED FPR instructor certifications are valid for two years.

7.04 REQUIRED CERTIFICATION

All members/enforcement officers and designated employees shall maintain American Red Cross certification in First Aid or Emergency Response and CPR/AED FPR.

7.05 DUTIES AND RESPONSIBILITIES

A. Director, Bureau of Training and Education:

1. Function as the administrative and control point for the First Aid, Emergency Response, and CPR/AED FPR certification and recertification/review programs.
2. Coordinate all programs with Department First Aid, Emergency Response, and CPR/AED FPR instructors and their Troop Commanders or Bureau/Office Directors.
3. Provide initial First Aid, Emergency Response, and CPR/AED FPR training to all PSP Cadets and enforcement officer trainees. Thereafter, recertification/review training shall be provided by Red Cross certified Department instructors in Troops and Bureaus/Offices.
4. Arrange certification training for instructor trainers and instructors, providing sufficient Department instructors to meet the requirements of this regulation.
5. Inventory and approve all course records from Department instructors prior to submission to the American Red Cross, and return course records requiring correction.
6. Maintain a list of current Department First Aid, Emergency Response, and CPR/AED FPR instructors which will be updated annually.
7. Communicate, as necessary, with Troop and Bureau/Office Coordinators and Department instructors via individual or group emails, to update information and process course records in a timely fashion.
8. Maintain certification records at a central location within the Bureau of Training and Education.

9. Review certification records periodically for compliance with this regulation.
 10. Distribute approved American Red Cross textbooks and videos to Department instructors for First Aid, Emergency Response, and CPR/AED FPR courses.
 11. Distribute certification cards and recertification/review cards upon successful completion of training.
- B. Troop Commanders and Bureau/Office Directors:
1. Ensure members/enforcement officers and designated employees under their command receive the required recertification/review training, including detached members. Actively coordinate with the member's permanent Troop Commander or Bureau/Office Director to ensure every member complies with this regulation.

NOTE: With the approval of the Troop Commander or Bureau/Office Director, nonmember Department personnel may participate in a Department First Aid, Emergency Response, or CPR/AED FPR course on a voluntary basis. The training would be conducted at the nearest available location.
 2. Maintain a sufficient number of First Aid, Emergency Response, and CPR/AED FPR instructors to accomplish this training within their Troop/Bureau/Office.

NOTE: Bureaus/Offices at Department Headquarters shall act cooperatively to eliminate the need for an instructor within each Bureau/Office.
 3. Appoint a Troop/Bureau/Office Coordinator to facilitate training and to ensure compliance for Department instructors, members/enforcement officers, and designated employees, with this regulation and all the requirements of the American Red Cross, as they pertain to certification and recertification/review of First Aid, Emergency Response, and CPR/AED FPR.
 4. Notify the Director, Bureau of Training and Education, whenever a member under their command receives new certification as a First Aid, Emergency Response, or CPR/AED FPR instructor, an instructor retires or fails to renew their instructor certification.

5. Ensure that an AED unit, a first aid kit, a resuscitation mask, and oxygen are stored in the Communications Room of each Station. At locations without a Communications Room, an AED shall be stored in an area readily accessible to trained personnel.
6. Ensure the AED unit remains on Station for potential emergency situations involving personnel, walk-in members of the public, etc. The AED unit may be transported from the Station to the scene of an emergency or special event.
7. Ensure that locations issued an AED designate an individual who is AED-certified, to act as the AED Maintenance Officer.
8. Notify the PSP Medical Officer/Academy Physical Education Unit Supervisor annually, via CLEAN Message, at "HER 221," which Stations, Bureaus/Offices, and installations are assigned an AED.

C. AED Maintenance Officer:

1. Ensure an Automated External Defibrillator (AED) Maintenance Log, Form SP 8-138 (Appendage A), is placed in the same location as the AED unit.
2. Conduct and document the following monthly checks of the AED unit on the Automated External Defibrillator (AED) Maintenance Log:
 - a. Battery level and electrode expiration.
 - b. Red/green function status.
 - c. Presence of the AED memory card, and if it is inserted in the AED unit.

D. Department First Aid, Emergency Response, and CPR/AED FPR Instructors:

1. Coordinate program activity through the Troop/Bureau/Office designated coordinator.
2. Conduct all training courses in accordance with the requirements and limitations of the American Red Cross and the requirements of this regulation.

3. Maintain their personal certification credentials in a valid status.

NOTE: Department instructors cannot teach a recertification/review course and add their name to the course record to obtain a certificate. They must successfully complete a course conducted by another currently authorized instructor.

4. Register their certification credentials with the local chapter of the American Red Cross whose boundaries encompass their training location ("extend" into your local sponsoring chapter).

NOTE: Certification is not an authorization to teach. Instructors must register with the local chapter for authorization to teach within that chapter's area. The American Red Cross terminology for this is "extending into the sponsoring chapter." This enables the instructor to utilize the local chapter for additional resources, i.e., course records, videos, and equipment rental if needed. The local "sponsoring" chapter will also get credit for your instruction in their area, via paperwork, from the American Red Cross Network. Members/enforcement officers and Cadets/enforcement officer trainees taught by instructors without local chapter authorization, will not be certified or recertified.

5. Arrange and conduct courses to ensure that all members/enforcement officers and designated employees affected by this regulation maintain First Aid or Emergency Response and CPR/AED FPR certification.
6. Coordinate with other instructors concerning members on detached status to ensure that certifications and records are kept current.
7. Obtain sufficient American Red Cross textbooks from the Bureau of Training and Education to provide one copy per capita to class members.
8. Ensure that each class member is issued or has their own textbook for use in class.
9. Ensure that sufficient training aids, e.g., mannequins, splints, bandages, etc., as required by the American Red Cross, are obtained and available for each class.

10. Ensure that each class member fully participates in required hands-on practice activities.
11. Complete and maintain all required course records as directed by the Bureau of Training and Education and/or the American Red Cross. Immediately after completion of the course, instructors shall forward appropriate copies of course records through the Troop/Bureau/Office designated coordinator to the Bureau of Training and Education, Physical Education Unit. Records must be received by the Bureau of Training and Education within ten days of the completion of the course. Copies are then forwarded by the Bureau of Training and Education to the American Red Cross for processing.

NOTE: No course record, once submitted, can be corrected or altered without coordination through the Bureau of Training and Education. The course records are considered legal documents with important liability concerns. Instructors shall not attempt any such correction or alteration directly with the American Red Cross. This also applies to discrepancies on certification and recertification/review cards.

12. Distribute certification and recertification/review cards to all members/enforcement officers and designated employees who successfully complete training.

E. Troop and Bureau/Office Coordinators:

1. Coordinate program activity through the Bureau of Training and Education, Training Division, Physical Education Unit.
2. Assist their Troop Commander or Bureau/Office Director in ensuring the requirements of this regulation have been met.
3. Review course records before forwarding to the Bureau of Training and Education.
4. Ensure course records are filed in a manner that permits retrieval of information.

7.06 COURSE CONTENT

- A. Training Hours: The number of training hours that are required for First Aid and CPR/AED FPR recertification/review courses is seven hours of instruction. First Aid requires approximately two and one-half hours, instructing ten students with one instructor. CPR/AED FPR requires approximately four and one-half hours, instructing six students with one instructor.

NOTE: The course hours apply only to recertification/review courses taught by Department First Aid and CPR/AED FPR instructors for Department personnel. Course lengths for initial First Aid, Emergency Response, and CPR/AED instruction are considerably longer, unless the "challenge course" format is used. Instructors may avail themselves of all approved American Red Cross instructional options for teaching the required courses.

- B. Course Approval: In conjunction with the condensed course, the American Red Cross requires strict compliance with instructor certification, class size, class time, text availability, student participation, training-aid use, and post-course reporting requirements.

1. Members/enforcement officers and designated employees receiving First Aid recertification/review training shall attend the full two and one-half hours of training. Attendance will result in First Aid recertification.
2. Members/enforcement officers and designated employees requiring only CPR/AED FPR recertification/review may attend a separate four and one-half hour CPR/AED FPR review training session each year.

- C. Lesson Plan: The approved course consists of two separate certifications to be presented as follows:

1. First Aid: Two and one-half hours, American Red Cross First Aid Review Course Outline-Ten Lessons on page 233 of the American Red Cross First Aid/CPR/AED FPR Instructors Manual, consisting of the introduction; removing disposable gloves; checking the scene and calling EMS; checking a conscious victim and caring for shock and checking an unconscious victim; sudden

illnesses; bleeding and burns; injuries to muscles, bones, and joints; head, neck, and back immobilization; heat- and cold-related emergencies. A 20-question examination will be administered at the end of the course.

NOTE: To be eligible to participate in a First Aid or CPR/AED FPR review course, the participant must possess a current American Red Cross Universal Certificate indicating "First Aid" or "CPR/AED FPR" for the required review course. Individuals without a certificate may not participate in the review course. They can only participate in a full course or a challenge course.

2. CPR/AED FPR: Four and one-half hours, American Red Cross CPR/AED FPR Review Course Outline—Two Lessons on page 2-96 of the American Red Cross CPR/AED FPR Instructors Manual. A 40-question examination will be administered at the end of the course.

7.07 COURSE REQUIREMENTS AND LIMITATIONS

- A. American Red Cross: The American Red Cross has established basic requirements and limitations for certification and recertification/review. From time to time they may include additional requirements and limitations within their courses. Instructors shall receive notification of such requirements and limitations directly from the American Red Cross as part of their instructor certification program.
- B. All issues arising from the program are resolved through coordination with the American Red Cross of the Susquehanna Valley Chapter, Pennsylvania Capital Region Office, 1804 North Sixth Street, Post Office Box 5740, Harrisburg, Pennsylvania 17110-0740.

NOTE: A limited number of mannequins are available at the Academy and the four Regional Training Centers. Arrangements for use of these mannequins shall be made by contacting the Commander of the appropriate Training Center, or the Supervisor of the Academy Physical Education Unit. If these mannequins are not available, they may be acquired as needed from other sources through standard procedures as prescribed by Operations Manual 7-17, Staff Services.

- C. Basic Requirements:
1. Class size is limited to a maximum of ten individuals per instructor for FA classes and six individuals per instructor for CPR/AED FPR classes. To increase class size, you should have an additional instructor or aide.
 2. Each individual must have an approved textbook in class. The textbooks are provided by the instructor.
 3. For CPR/AED FPR, a mannequin for every three individuals is recommended.
 4. All personnel must participate in hands-on practice activities according to guidelines established by the American Red Cross.
 5. Instructors must keep accurate course records and submit them in accordance with the guidelines.

7.08 AED PROCEDURE

- A. When an AED is used, the trained responder shall:
1. Notify the PSP Medical Officer, via CLEAN Message, at "HER 221," immediately.
 2. Within 24 hours send the memory card "next day delivery" to the Medical Officer, Pennsylvania State Police Academy, 175 East Hersheypark Drive, Hershey, Pennsylvania 17033.

Or
 3. Download the information from the AED if Survivalink software is installed on a computer. Send the data via email to gearwood@state.pa.us, or print out and mail data to the PSP Medical Officer at the above address, or fax the data to 717-520-1819.
- Note: If the memory card is sent to the Medical Officer, do not order a new card. The card will be erased after downloading and promptly returned.
- B. The AED can be used without a memory card. When utilized without a card, the unit's internal memory must be downloaded before pressing the resume button.

7.09 AED MAINTENANCE

- A. The AED acquired by the Department is the Survivalink First Save Automated External Defibrillator. This AED has an internal maintenance system which conducts daily, weekly, and monthly checks for the unit's functional status.
 - 1. A green status light indicates the unit is in working order and should function properly.
 - 2. A red status light accompanied by an audible beep sounding every minute indicates the unit is malfunctioning and the AED Maintenance Officer shall be notified immediately.
- B. Whenever transported in a Department vehicle, the AED shall be placed in the front passenger compartment of the vehicle.
- C. The AED can tolerate temperatures from 32° Fahrenheit to 100° Fahrenheit and shall not be left in a vehicle or location for any prolonged period of time where these temperature extremes may be exceeded.
- D. Technical support, replacement batteries, or the temporary replacement of the unit can be arranged by calling the customer service department of Cardiac Science (Survivalink) at 1-888-466-8686 (0600-1600 hrs, Pacific Standard Time). Additional replacement parts, such as electrodes, can be obtained by contacting the parts department at 1-800-991-5465 (0600-1600 hrs, Pacific Standard Time). When replacement parts are ordered directly from Cardiac Science, payment shall be made by using the respective Troop/Bureau/Office VISA card.
- E. A new company called "Cardiac Science" has taken over the original Survivalink Company and is now calling their AED unit the "Powerheart." Operating procedures remain the same.