

FIRST AID, EMERGENCY **MEDICAL** RESPONSE, CPR, AND AED PROGRAMS

7.01 PURPOSE

This regulation governs the administration of the Department's First Aid, Emergency **Medical** 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 **Medical** 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) **enlisted** and civilian instructors, PSP members/enforcement officers, PSP Cadets, Municipal Police Officers' Education and Training Commission trainees, and designated Department employees.

7.03 CERTIFICATION LEVELS

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

7.04 REQUIRED CERTIFICATION

- A. **General Requirements:** All members/enforcement officers and designated employees **are required to** maintain American Red Cross certification in First Aid or Emergency **Medical Response** and CPR/AED FPR.

NOTE: Employees may participate in a First Aid and/or CPR/AED FPR training session conducted by the Department at the nearest available training site, with the approval of their Troop Commander or Bureau/Office Director. However, final approval for participation will depend upon class size (i.e., availability of space) and the location of the training.

- B. **Digital Certificate:** Upon completion of the training session, a digital certificate will be generated, and an email containing a link to access the digital certificate will be sent to the attendee by the American Red Cross. In the event the email is not received, the digital certificate can be accessed via the American Red Cross website, at www.redcross.org/getcertificate, by supplying the attendee's first and last name, the postal code of the location where the class was held, and the last date of the class.

7.05 DUTIES AND RESPONSIBILITIES

- A. Director, **Basic Training Division**, Bureau of Training and Education:
1. Function as the administrative and control point for the **Department's** First Aid, Emergency **Medical Response**, and CPR/AED FPR certification and recertification/review programs.
 2. Coordinate all Department First Aid, Emergency **Medical Response**, and CPR/AED FPR programs with **Department** instructors, **Troop/Bureau/Office Coordinators**, and their Troop Commanders or Bureau/Office Directors.
 3. Provide initial First Aid, Emergency **Medical Response**, and CPR/AED FPR training to all PSP Cadets and enforcement officer trainees. Thereafter, recertification/

review training shall be provided by American Red Cross-certified Department instructors in Troops/Bureaus/Offices.

4. Arrange certification training for instructor trainers and instructors, **and ensure there is a sufficient number of certified** Department instructors to meet the requirements of this regulation.
 5. Inventory and approve all course records **submitted by** Department instructors prior to submission to the American Red Cross, and return **any** course records requiring correction **to the affected instructor(s)**.
 6. Maintain a list of current Department First Aid, Emergency **Medical** Response, and CPR/AED FPR instructors, **and ensure the list is** updated annually.
 7. Communicate, as necessary, with Troop/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 **instructional materials** to Department instructors for First Aid, Emergency **Medical** Response, and **CPR/AED FPR** courses.
- B. Troop Commanders and Bureau/Office Directors:
1. Ensure **all** members/enforcement officers (including detached members) and designated employees under their command receive the required recertification/review training **in accordance with this regulation**. Actively coordinate with **each detached** member's permanent Troop Commander or Bureau/Office Director to ensure every member complies with this regulation.

2. Maintain a sufficient number of First Aid, Emergency **Medical** Response, and CPR/AED FPR instructors to accomplish **the** 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 ensure compliance with this regulation and all requirements of the American Red Cross **pertaining** to certification and recertification/review of First Aid, Emergency **Medical** Response, and **CPR/AED FPR by** Department instructors, members/enforcement officers, and designated employees.
4. Notify the Director, **Basic Training Division**, Bureau of Training and Education, **and the Supervisor, Physical Education Unit, Bureau of Training and Education**, whenever **personnel** under their command receive new certification as a First Aid, Emergency **Medical** Response, or CPR/AED FPR instructor, **or when** an instructor **relocates**, retires, or fails to renew their instructor certification.
5. Ensure a **Department AED, a first aid kit, and an Improved First Aid Kit** are stored in the Communications Room **at each Troop Headquarters/Station under their command**. At **Department installations** without a Communications Room, an AED shall be stored in an area readily accessible to trained personnel.
6. Ensure **one Department AED** remains **at each Troop Headquarters/Station** for potential emergency situations involving personnel, walk-in members of the public, etc. **If multiple Department AEDs are assigned to a Troop Headquarters/Station, the additional AED(s)** may be transported from the **Troop Headquarters/Station** to the scene of an emergency or special event.
7. Ensure a **completed AED Rescue Record, Form SP 8-142 (Appendage A), and the rescue data downloaded from the AED is submitted via email to the Medical Unit, Bureau of Training and Education, when a Department AED is used to make a rescue.**

8. Ensure locations issued a **Department** AED(s) designate an individual who is AED-certified to **serve** as the AED Maintenance Officer.

C. AED Maintenance Officer:

1. Ensure an AED Maintenance Log, Form SP 8-138 (**Appendage B**), is placed in the same location as the **Department AED(s)**.
2. **Perform a monthly visual check and an annual battery check of the Department AED(s) assigned to their work location.**
3. **Ensure replacement batteries and defibrillation pads are procured for the Department AED(s) assigned to their work location, when needed.**

D. Department First Aid, Emergency **Medical** Response, and CPR/AED FPR instructors:

1. Coordinate **Department First Aid, Emergency Medical Response, and CPR/AED FPR** program activity through the designated Troop/Bureau/Office 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 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 **certified** instructor.

4. Arrange and conduct courses to ensure all members/enforcement officers and designated employees affected by this regulation maintain First Aid or Emergency **Medical** Response and CPR/AED FPR certification.

5. Coordinate with other instructors concerning members on detached status to ensure certifications and records are kept current.
6. Obtain American Red Cross **participant materials from the American Red Cross instructors' website** or from the **Physical Education Unit**, Bureau of Training and Education. **One copy of the participant materials shall be provided to each class participant, as needed.**
7. Ensure sufficient training aids (e.g., **manikins**, splints, bandages, **adult and infant resuscitation masks, AED training units**), as required by the American Red Cross, are obtained and available for each class.
8. Ensure each **individual attending** class fully participates in **all** required hands-on practice activities.
9. Complete and maintain all required course records as directed by the Bureau of Training and Education and/or the American Red Cross.
10. **Ensure course records are entered into the American Red Cross website for processing upon completion of each course.**

E. Troop/Bureau/Office Coordinators:

1. Coordinate **Troop/Bureau/Office First Aid, Emergency Medical Response, and CPR/AED FPR** program activity through the Physical Education Unit, Bureau of Training and Education.
2. Assist their Troop Commander or Bureau/Office Director **with** ensuring the requirements of this regulation **are** met.
3. 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 is **four and one-half** hours of instruction. First Aid requires approximately **one and one-half** hours, instructing **six to ten** students with one instructor. CPR/AED FPR requires approximately **three** 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 **Medical** Response, and CPR/AED **FPR** 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: In conjunction with the condensed course, the American Red Cross requires strict compliance with instructor certification, class size, class time, **course material availability**, student participation, training-aid use, and post-course reporting requirements.
1. **Personnel** receiving First Aid recertification/review training shall attend the full **one** and one-half hours of training. Attendance will result in First Aid recertification.
 2. **Personnel** receiving CPR/AED FPR recertification/review shall attend the full **three hours of training. Attendance will result in CPR/AED FPR recertification.**
 3. **Recertification shall occur biennially during calendar years ending with an odd number.**

NOTE: All members/enforcement officers and designated employees shall complete the biennial recertification, even if their certification is not set to expire, to ensure all affected Department personnel are on the same recertification schedule.

C. Lesson Plan:

1. The approved course consists of two separate certifications, to be presented as follows:
 - a. First Aid: **One** and one-half hours, American Red Cross First Aid Review Course – **Lessons numbered five through nine of the American Red Cross First Aid CPR/AED for Professional Rescuers Instructor’s Manual**, consisting of **viewing the video segments and practicing the appropriate skills**. A **15**-question examination will be administered at the end of the course.
 - b. CPR/AED FPR: **Three** hours, American Red Cross CPR/AED FPR Review Course – Lessons **numbered one through six** of the American Red Cross **CPR/AED for Professional Rescuers and Health Care Providers** Instructor’s Manual. A **25**-question examination will be administered at the end of the course.
2. 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 **corresponding** 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.

7.07

COURSE REQUIREMENTS, LIMITATIONS, AND TRAINING AIDS

- A. American Red Cross: The American Red Cross has established basic requirements and limitations for certification and recertification/review. From time to time, **the American Red Cross** may include additional requirements and limitations within their courses. Instructors **will** receive notification of such requirements and limitations directly from the American Red Cross as part of their instructor certification program.
- B. Basic Requirements:
 1. Class size is limited to a maximum of ten individuals per instructor for First Aid classes and six individuals per

instructor for CPR/AED FPR classes. To increase class size, **the instructor** should have an additional instructor or aide, **or should increase the time allowance.**

2. Each **participant shall** have **the required instructional materials** for class. The **instructional materials** are provided by the instructor.
 3. For CPR/AED FPR, **one manikin** for every **two** individuals **attending the class** is recommended.
 4. All **participants shall** participate in hands-on practice activities **in accordance with the** guidelines established by the American Red Cross.
 5. Instructors **shall** keep accurate course records and submit them in accordance with **American Red Cross** guidelines.
- C. **Training Aids/Equipment:** Five adult training manikins, two infant training manikins, and two AED training units have been issued to each Troop; the Executive Services Office; the Bureau of Forensic Services; the Bureau of Gaming Enforcement; and the Bureau of Liquor Control Enforcement. The training equipment shall be stored securely at the respective Troop P&S Unit or the applicable Bureau/Office when not being utilized. A limited number of manikins and adult bag-valve masks are available at the PSP Academy and the four Regional Training Centers. Arrangements for use of these **manikins and/or adult bag-valve masks** shall be made by contacting the Commander of the appropriate Training Center, or the **Supervisor**, Physical Education Unit, **Bureau of Training and Education.**

7.08 AED CARE AND MAINTENANCE

- A. The AED **utilized** by the Department is the **Cardiac Science Powerheart G5 AED with Intellisense CPR Feedback Device.** This AED has an internal maintenance system which conducts daily, weekly, and monthly **self-checks** of the functional status **of the device.** **When these self-checks are being conducted, the AED Rescue Ready status indicator turns red.**

1. **If the self-check is successful, the Rescue Ready status indicator returns to green, indicating the device is in working order and should function properly.**
 2. **If the AED detects an error, the Rescue Ready status indicator remains red, and the AED will emit an audible beep every 30 seconds, indicating the device is malfunctioning and the AED Maintenance Officer shall be notified immediately.**
- B. Whenever transported in a Department vehicle, the **Department** AED shall be placed in the front passenger compartment of the vehicle.
- C. The **Department** AED can tolerate temperatures **ranging** from 32° Fahrenheit to **122°** Fahrenheit and shall not be left in a vehicle or **other** location for any prolonged period of time where these temperature extremes may be exceeded.
- D. **A monthly visual check of the Department AED(s) shall be conducted by the AED Maintenance Officer to ensure the Rescue Ready status indicator is green. The findings from the monthly visual check shall be recorded on the AED Maintenance Log.**
1. **The AED lid should not be opened to perform the monthly visual check; opening the AED lid reduces battery power.**
 2. **If the Rescue Ready status indicator is red with an “X” over it, the AED Maintenance Officer shall refer to page 5-2 of the G5 AED User’s Guide for assistance. The G5 AED User’s Guide can be accessed online, at www.cardiacscience.com/downloads/, under the Powerheart G5 tab, and is also accessible via the following hyperlink: [G5 AED User’s Guide](#).**
- E. **An annual battery check of the Department AED(s) shall be conducted by the AED Maintenance Officer during the first week of January each year. During this check, the number of green LEDs displayed inside the AED unit shall be recorded in the corresponding block on the AED Maintenance Log. Additionally, the defibrillation pads shall be inspected for serviceability, and the expiration date of the defibrillation pads shall be recorded in the January “REMARKS” block on the AED Maintenance Log.**

- F. **The AED defibrillation pads have a two-year shelf life. The pads shall be replaced by the AED Maintenance Officer after two years or after each use. The AED battery has a warranty of four years. If an AED battery becomes defective during the warranty period, the AED Maintenance Officer shall return the battery to Cardiac Science for a replacement. Instructions for obtaining replacement batteries and defibrillation pads for the Department AED can be obtained by contacting the Physical Education Unit, Bureau of Training and Education.**
- G. **Technical support for the Department AED is available to all personnel by calling Cardiac Science Customer Service, at 1-800-426-0337, between 0800 and 1800 hours, Monday through Friday.**

7.09 AED PROCEDURES

When a **Department AED is used for a rescue**, the trained responder shall:

- A. **Immediately send a brief synopsis of the rescue to the State Police Medical Officer, Bureau of Training and Education, via email at ra-spmedicalofficer@pa.gov.**
- B. **Complete an AED Rescue Record and download the rescue data from the Department AED.**

NOTE: In order to download rescue data, AED Manager software must be installed on a desktop or laptop computer. Instructions for downloading rescue data from a Department AED can be obtained by contacting the Medical Unit, Bureau of Training and Education, at 717-533-9111, Extension 338.

- C. **Forward the completed AED Rescue Record and the rescue data downloaded from the AED, via email to ra-spmedicalofficer@pa.gov, Attention: Medical Unit, Bureau of Training and Education.**
- D. **Notify the AED Maintenance Officer of the need to replace the defibrillation pads.**