



First Aid Policy (Surrey and Sussex) (1240/2024)

Abstract

This policy provides information on the Forces requirements on the use of first aid equipment and first aid training.

Policy

1. Introduction

1.1 This policy has been provided to support the health and safety of police officers and police staff (hereafter referred to as individuals) throughout Surrey Police and Sussex Police (hereafter referred to as the Forces) and our commitment to protect and reassure.

1.2 It will establish guidance on first aid arrangements and provisions within both Forces and ensure compliance with health and safety legislation and clinical governance.

2. Scope

2.1 Both Forces must be able to demonstrate that individuals are able to deal with incidents professionally with the support of the correct level of training, equipment and supplies, policy guidance and standards to enable them to fulfil their duty of care and follow associated legislation.

2.2 To achieve this, first aid training is mandatory for police officers and police staff who have face to face contact with the public. The level of first aid training is role specific and designed to meet the accepted national standards produced by the National Police Chiefs' Council (NPCC) and the [Health and Safety Executive \(HSE\)](#).

2.3 The First Aid Learning Programme (FALP) was introduced by the College of Policing (CoP) and quality assured against the standards above. Quality assurance checks are completed regularly to ensure criteria coverage and full competency of individuals who attend first aid training.

3. Policy Statement

3.1 This policy will ensure compliance with the above by ensuring all first aid risks are considered and are reduced where possible.

3.2 Both Forces have joint committee groups where decisions are made regarding first aid. The Health and Safety Board and Clinical Governance Tactical and Strategic Group meet quarterly. All areas of concern are discussed at these meetings and recorded.

3.3 In relation to first aid following the [Health and Safety at Work etc. Act 1974](#) employees must:

- Not set out to cause incidents resulting in the need for first aid.

- Inform managers if any employee is in need of first aid.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of first aid.
- Participate in training when courses are available.
- Familiarise themselves with the location of all first aiders within the location.

3.4 It is the responsibility of all individuals to ensure compliance with this policy and to act in a manner to ensure safety of themselves and others.

- To ensure their skill are kept to the required standard.
- First aid equipment is regularly checked and replenished.
- Accurate records are kept and submitted to the appropriate persons.

3.5 Section 4 of the [Equality Act 2010](#) sets out the protected characteristics that qualify for protection. Therefore, both Forces eliminate discrimination, harassment, victimisation and any other conduct that is unlawful under the Act. This statement includes situations where first aid is required and in all first aid training.

3.6 [Health and Safety \(First-Aid\) Regulations 1981](#) states that the decision on the numbers of required first aiders and the level of training they receive is based on the assessment of risk. When risk is assessed, the following factors should be considered:

- Size and nature of the workforce.
- Distribution of the workforce.
- Access to external accident and emergency facilities.
- Accident statistics from accident records.
- Contingency plans to cover any absence of trained first aid personnel.

Procedure

1. Clinical Governance

1.1 Clinical governance is a systematic approach to maintaining and improving the quality of patient care. The Forces want to ensure that any person needing first aid or medical assistance has high standards of care by the most appropriate agency. The Forces want to recognise and mitigate risks and have transparent responsibility and accountability for our actions.

In May 2020 Surrey Police and Sussex Police assigned Anaesthesia, Trauma and Critical Care Group (ATACC Group) to oversee our clinical governance. ATACC look after multiple police forces and other public sector organisations.

2. First Aid Kits

2.1 Standardised first aid kits are provided to both Forces by our contracted supplier containing sufficient quantities of suitable first aid materials.

2.2 The first aid kits are immediately identifiable, readily accessible, and appropriately sited for use.

3. Building First Aid Kits

3.1 Building first aid kits are attached to the walls in communal areas. They are green boxes with a white cross. These boxes are supplied in three different sizes according to the amount of people within that area.

- Small first aid boxes are for less than 25 people.
- Medium first aid boxes are for less than 50 people.
- Large first aid boxes are for less than 100 people.

3.2 No additional items will be stored within the standard first aid boxes. This includes medications or tablets.

3.3 Building first aid kits are sealed with a tag to enable easy identification of the kit being used. Estates and Facilities are responsible for maintenance of all these kits. They will be checked on a monthly basis and any used items will be replaced. Any out-of-date items will also be replaced.

3.4 Contents cards are stored inside the lid of every box to help identify what is missing when a box has been opened.

3.5 Any out of date first aid items will be returned to the Head of First Aid to be used for training at Sussex Police Headquarters.

4. Vehicle First Aid Kits

4.1 Vehicle first aid kits are green bags with white writing. They are sealed with a tag to enable easy identification of the kit being used. They are located in the boot of Police cars or in Motorbike panniers. These are not in any Tactical Firearms Unit (TFU) vehicle.

4.2 The Joint Transport Services (JTS) are responsible for the vehicle kits. They ensure each location has sufficient spare kits so that used kits can be swapped out immediately after use.

4.3 Any opened kit must be removed and replaced immediately after use so ensure each vehicle has a full and complete kit on each journey.

4.4 Each department should have a person (s) responsible for ensuring there are enough spare kits and to notify JTS if stocks are running low.

4.5 Details of the contents that must be in the Motorcycle First Aid Kit and Vehicle First Aid Kits can be found following this link [How Do I? First Aid Training](#).

4.6 No additional items will be stored within the standard first aid bags. This includes medication or tablets.

4.7 Both Forces introduced a Red Catastrophic Bleed First Aid Kit in November 2022. These kits are attached to green vehicle kits and should be maintained in the same way.

4.8 Details of the contents that must be in the Red Catastrophic Bleed First Aid Kit can be found following this link [How Do I? First Aid Training](#).

5. Custody First Aid Bags

5.1 Custody First Aid Bags are black with white writing. They are all located on the bridge in each Custody Department.

5.2 Custody police officers and police staff are responsible for maintaining their own Custody first aid kit.

5.3 Custody first aid kits are to be checked on a daily basis and any used or out of date items are to be replaced.

5.4 Any out of date first aid items will be returned to the Head of First Aid to be used for training.

5.5 Details of the contents that must be in the Custody First Aid Bags can be found following this link [How Do I? First Aid Training](#).

5.6 No additional items will be stored within the standard first aid bags. This includes medication or tablets.

5.7 All police officers and police staff in Custody Departments are to carry personal issue ligature removal tools.

5.8 Health care professionals within Custody also carry alternative equipment that is not available for police staff to use.

6. Defibrillators

6.1 Defibrillators are not standardised pieces of equipment and are only available in high-risk areas. These areas include:

- Gyms.
- Prison vans.
- Custody Departments.
- Tactical Firearms Unit – in all vehicles and firing ranges.
- redacted.
- Roads Policing Unit.

6.2 All defibrillators must be maintained with visual checks following manufacturers guidance. They must be serviced annually using our contracted supplier on servicing days scheduled by the Head of First Aid.

Responsibility of this is as follows:

- Estates and Facilities: All building defibrillators attached to communal walls.
- Occupational Health: All gym defibrillators.
- Tactical Firearms Unit: All defibrillators within firearms vehicles and firing ranges.

- Response and Joint Transport Services: All defibrillators within prison vans.
- All departments: All defibrillators that are mobile within their department.
- Roads Policing Unit: All Roads Policing Mobile Units.
- Custody: Defibrillators in the Custody Department.

6.3 Each CR2 defibrillator can download all activity when used. Access can be made to all downloads by logging into a lifenet system.

6.4 No defibrillators should be bought or accepted as gifts with exception to the controlled process of purchasing the specific model required.

6.5 Older models of defibrillators may still be used providing maintenance is up to date and the machine cleared for use by an engineer on an annual basis.

6.6 Lower risk areas may have access to a defibrillator. Locations will be recorded and assessed by using the risk assessments returned by each department.

6.7 All individuals must be familiar with nearest location of a defibrillator in relation to their department.

7. Purchasing of First Aid Supplies

7.1 Purchasing of first aid supplies must be made via the Head of First Aid via email request with budget code of the department unless local arrangement has been agreed, to enable both Forces to monitor first aid expenditure. All purchases will be made through approved Force suppliers.

8. First Aid Training

8.1 Both Forces deliver first aid training internally.

8.2 Learning and Professional Development ensure the following:

- Trainers must be trained to deliver and assess learning through a programme that meets the requirements of the Police Sector Standard for the trainers and of instructors.
- Trainers must have requisite knowledge and understanding of subjects they are teaching including holding a First Aid at Work Certificate.
- Trainers must be trained to assess learning through a programme that meets the requirements of the Police Sector Standard for the Training of Assessors.

8.3 A record of this is kept on the Force's computer system.

8.4 Levels of CoP first aid training and who is required to complete them:

- Module 2: All individuals who have face to face contact with the public.
- Module 3: All individuals who are based in Custody.
- Module 4: Medium to high-risk areas / those who require a higher level of knowledge.
- Module 5: Non-healthcare professionals working in high-risk environments.
- F1 – Public order Medic specific.

- D13 (1) and (2) –TFU specific.

A breakdown of these modules can be found on How Do I? First Aid Training.

8.5 Any complaints regarding first aid training must be submitted following the first aid complaint procedure.

9. Line Managers

9.1 Local line managers are responsible for the implementation of this policy in areas under their control. This makes them responsible for the following:

- Ensuring first aid equipment and supplies are provided.
- Ensuring sufficient numbers of trained first aid staff are available to the correct level.
- Ensuring time is allocated for first aiders to be trained.
- Ensuring suitable arrangements are made for monitoring and maintaining all vehicle and office first aid equipment and supplies.

10. Risk Assessment

10.1 Local line managers are also responsible for completing first aid risk assessments and reviewing this periodically to make sure provisions remain appropriate.

11. First Aid

11.1 When any hands on first aid is given, first aid intervention forms (FAIF) must be completed and submitted for review. This data is recorded and reviewed by the Head of First Aid and Clinical Governance.

11.2 When any first aid is given by Medics or any Oxygen, Pentrox, Entonox or Diphoterine is administered, patient report forms and Pentrox forms must be completed and submitted to the Head of First Aid and Clinical Governance for review.

11.3 A number of officers and staff across Surrey and Sussex carry Nyxoid (naloxone) – an opioid blocker - on a voluntary basis. Carriers of Nyxoid are trained in its use and must submit a FAIF on each occasion it is used. The FAIF must be submitted to ATACC, the providers of our clinical governance for review (as instructed on the FAIF).

11.4 Standard Operating Procedures (SOP) must be followed when administering Oxygen, Entonox, Pentrox, Diphoterine and Nyxoid. These can be found via How Do I? First Aid Training.

12. Employment Data

12.1 Surrey Police and Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that individuals understand how that data is collected and used in order to meet the Force's data protection obligations. Further details can be located on intranet by searching for 'Privacy Notice'.

13 Supporting Documents / Procedures

13.1

- Health and Safety (First-Aid) Regulations 1981
- College of Policing First Aid Learning Programme
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- National Police Chiefs' Council
- Health and Safety Executive
- Equality Act 2010
- How Do I? First Aid Training.

Team: Operations Command