

 WARWICKSHIRE POLICE		POLICY / PROCEDURE
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POLICY TITLE	First Aid Training
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POLICY OWNERSHIP	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	LEARNING AND DEVELOPMENT

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EQUALITY ANALYSIS	LOW

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy.
Please or e-mail - policiesandprocedures@warwickshire.police.uk

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1.0 PROCEDURE OUTLINE

This procedure sets out the expectations and requirements in relation to the completion of First aid training. It also outlines the expectations upon the managers to ensure their staff attends. This policy informs managers, police officers, police staff, volunteers, specials, Ambassadors to the Police and Crime Commissioner and IAG members (individuals) about the arrangements concerning First Aid Training for Warwickshire Police.

This procedure covers all Police Officers, Special Constables and staff members who as part of their role have a requirement to attend and complete first aid training

2.0 PURPOSE OF PROCEDURE

The purpose of this procedure document is to establish guidance on first aid arrangements and provision within Warwickshire Police and the Offices of the Police and Crime Commissioner and to ensure compliance with relevant health and safety legislation.

This document seeks to provide all managers and staff with appropriate guidance regarding the first aid arrangements and training provisions provided for all police staff, police officers and special constables.

Warwickshire Police's training procedure follows the College of Policing requirement for Officers and identified police staff to undertake First aid training.

2.1 The Health and Safety at Work Act 1974 imposes a duty of care on the employer to ensure, so far as reasonably practicable, the health, safety and welfare of all staff and others affected by our undertakings. In addition, sections 7 and 8 of the Act state that staff must take appropriate steps to safeguard their own health and safety as well as that of others.

2.2 The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and to prevent or control these risks.

This assessment can assist the employer in carrying out the first aid needs assessment If control measures fail.

The Health and Safety (First Aid) Regulations 1981 sets out the essential aspects of first aid that employers have to address including the requirement to:

- **Regulation 3(1)** : Provide or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees if they are injured or become injured at work.
- **Regulation 3(2)** : Provide or ensure that there is provided, such numbers of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to their employees if they become injured or ill at work. This

person shall not be suitable unless they have undergone Health and Safety Executive approved training.

- **Regulation 4:** An employer shall inform his employees of the arrangements that have been made in connection with the provision of first aid including location of equipment, facilities and personnel.

2.3 The Regulations do not oblige employers to provide first aid for anyone other than their own employees.

Despite this, the Force has a duty of care to members of the public and others affected by our undertakings, therefore all Police Officers are trained to appointed person level. Specified police staff in operational roles, for example Police Community Support Officers (PCSO's) also receive basic first aid training.

3.0 PROCEDURE AIM

The aims of this procedure are to ensure;

3.1 Compliance with the Health and Safety (First Aid at Work) Regulations 1981.

3.2 Compliance with 2015 European First Aid Guidelines.

3.3 That the training provided is in compliance with UK and European Resuscitation and First Aid Guidelines 2015.

3.4 That individuals are competent in the delivery of first aid.

3.5 That first aid training delivered meets nationally accepted standards of competence.

- That the Force is equipped with a sufficient number of competent staff to administer first aid in the workplace.
- Clear accountability and ownership by managers and individuals for the implementation of those elements of the procedure assigned to them.
- That accurate records are recorded and maintained in respect of injuries to staff and treatments given and first aid training delivered

Warwickshire Police will train Module 2 through to Module 5 of the five levels of First Aid training which have been identified within the College of Policing (COP) First Aid Learning Programme Handbook.

A summary of all levels is shown below. Exact details of each course are shown in the relevant training packages.

4.0 IMPLICATIONS OF PROCEDURE

4.1 At the point of ratifying this procedure the procedure owner will be satisfied that this document complies with all relevant legislation i.e. Human rights, Data protection and also Freedom of information. Article 2 –Right to life applies.

4.2 As a direct result of this procedure there will be training implication for benchmarking the skill level for first aid trainers. There will also need to be a system in place for refresher training for these trainers

5.0 PROCEDURES

The procedural elements of this Procedure are accessed via the appendices below.

[Appendix 1](#)

[Appendix 2](#)

6.0 RESPONSIBILITIES

The Health and Safety (First Aid) Regulations 1981 states ***“an employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work”***.

This requirement also includes the provision of a number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to their employees if they are injured or become ill at work.

Although the Regulations do not require employers to provide first aid for anyone other than their own employees, it is acknowledged that one of the fundamental roles of the police is to protect life. In addition, it is acknowledged that there is likelihood of an expectation from the general public that the ‘Police’ are able to render first aid in certain circumstances.

The Alliance will ensure that all Police Officers and designated Police Staff are competent to give first aid assistance corresponding with the expectations of their role.

To achieve this, first aid training is mandatory for all Police Officers and nominated first aiders.

The level of first aid training is role specific and tailored to meet accepted national standards announced by the National Police Chiefs’ Council (NPCC) and the College of policing which maps directly across the Health and Safety Executive (HSE).

The First aid Learning Programme has been developed by the College of Policing and quality assured against the standards above.

This document therefore not only details the procedures in place in accordance with the Regulations but also those in place for the delivery of such first aid provision to members of the public.

The Force is at all times to be equipped with a sufficient number of competent staff to administer first aid in the workplace as required by the Health and Safety (First Aid at Work Regulations) 1981 and the ACPO Working Group into First Aid (1999).

6.1 Senior Managers

All senior managers are responsible for ensuring the Force First Aid Training procedure is in place and implemented within their business areas.

6.2 Line Managers

Local Line Managers are responsible for the implementation of this procedure in areas under their control. Line Managers are responsible for ensuring:
Sufficient numbers of first aid trained staff are in place for areas under their control.

Time is allocated for first aiders to be trained and carry out their duties
Police Officers and staff within their control are in date with their required first aid training.

Suitable arrangements are in place for the monitoring and maintenance of all vehicle and office based first aid kits including ancillary equipment e.g. defibrillators.

6.3 Police Officers, Special Constables and Specific Police Staff

Police Officers, Special Constables and specific Police Staff whose roles include first aid training eg PCSO's and Detention Officers are responsible for ensuring that they are in date with their relevant first aid training and carry, or have available, suitable first aid equipment as per their training. All operational Officers are also responsible for ensuring the vehicle first aid containers are maintained and stocked at the appropriate levels. This should form part of the weekly check for all operational police vehicles.

6.4 First Aid at Work (FAW) Certificated (paid) Police Staff

Police staff who have been specifically recruited and trained, on a First Aid at Work course, are responsible for:

- Providing emergency first aid at their work location
- The care and replenishment of the first aid kits / equipment on site
- Ensuring they are in date with first aid training and attend refresher courses every three years as required.

6.5 Emergency First Aid at Work (EFAW) Certificated (paid) Police Staff

Police staff who have been specifically recruited and trained, on a HSE approved Emergency First Aid at Work course, to take responsibility for the provision of first aid to staff working at that location.

Their responsibilities are:

- Providing emergency first aid at their work location
- The care and replenishment of the first aid kits / equipment on site
- Ensuring they are in date with first aid training and attend refresher courses every three years as required.

6.6 Recording and Monitoring of Trained First Aid Staff

The Learning and Development Department will ensure that details of:

- Staff who are first aid trained
- First aid training provided
- Dates of training
- Expiry dates of certification
- All recorded and kept up to date on the appropriate Force computer system

7.0 THE MODULES OF FIRST AID TRAINING

7.1 Module 2 First Aid Skills Police (Emergency First Aid at Work); Initial Training

This module is designed for Police Officers and operational Support Staff who have direct contact with the public. This module is equivalent to the HSE 'Emergency First Aider at Work' standard.

It focuses on the level of first aid identified by the HSE as the acceptable level for Police Officers and operational support staff. The learning addresses basic principles of first aid and deals with a wide range of medical situations that personnel may be expected to deal with.

Annual refresher training is required as defined in "Module 2; Refresher Training".

7.2 Module 3 Custody First Aid

This module is designed for police officers (such as custody sergeants, and detention officers and other relevant personnel determined by the force) that are responsible for the care of detainees.

The learning addresses a range of medical situations that personnel working in a custody environment are more likely to encounter such as dealing with people with mental health issues and substance addiction and or withdrawal.

This module supplements Module 2. The alliance utilises the skills and knowledge of expert outside agencies to enhance this module.

Annual refresher training is required as with all other police officers roles
The Detention officers training is the responsibility of their employer.

7.3 Module 4 First Aid at Work Police; Initial and Requalification

This module is designed for officers or police staff working in medium to high-risk areas where the operational plan requires a higher level of first aid than the emergency first aider can provide.

This module is the First Aider at Work (FAW) Standard equivalent to the Health and Safety Executive (HSE). It focuses on the level of first aid identified by the HSE as the acceptable level for medium to high-risk work environments and operational duties.

The learning addresses basic principles of first aid and deals with a wide range of medical situations that personnel may be expected to deal with. It addresses the same content as Module 2, however, develops this further by adding more complex medical and first aid skills.

Annual refresher training is required for police officers and Special constables. Support staff are certified for three years following completion of the course.

7.4 Module 5 (D13) Enhanced First Aid Skills

This module is designed for specific roles such as firearms and public order police personnel who are non-health care professionals working in high-risk environments.

This learning supplements the basic foundation first aid skills. The Faculty of Pre-Hospital Care Royal College of Surgeons Edinburgh has defined the content of this module as achievable and legally appropriate for the Police Service.

This learning has been designed in addition to basic foundation first aid skills, appropriate to role requirements. These skills must be refreshed annually.

Where additional learning and skills beyond the remit of this module are identified through local Clinical Governance, these must be referred to the National Clinical Governance Panel for approval.

8.0 TRAINERS QUALIFICATIONS

8.1 To be able to deliver the Module 2 curriculum content all instructors must have and maintain the following:

- Achieved the College of Policing sector standard for instructors (currently pitched at a level 3 CTLLS or equivalent)
- Module 4 First Aid at Work competent (have the requisite knowledge and understanding of module 4)
- To be an assessor of the Module 4 curriculum you will need to have achieved the College of Policing sector standard for assessors.
- Annually assessed by an Internal Quality Assurer. If not training regularly both theory and practical sessions must be assessed once a year, minimum of 2 hours.

8.2 To be able to deliver the Module 3 curriculum content all instructors must have and maintain the following:

- Achieved the College of Policing sector standard for instructors (currently pitched at a level 3 CTLLS or equivalent)
- Module 4 First Aid at Work competent (have the requisite knowledge and understanding of Module 4)

- To be an assessor of the Module 4 curriculum you will need to have achieved the College of Policing sector standard for assessors.
- Annually assessed by an Internal Quality Assurer. If not training regularly both theory and practical sessions must be assessed once a year, minimum of 2 hours.
- The elements of mental health and substance addiction are delivered by doctors and experts in the field from outside of the force

8.3 To be able to deliver the Module 4 curriculum content all instructors must have and maintain the following:

- First Aid at Work Trainer Certificate
- Module 4 First Aid at Work competent (have the requisite knowledge and understanding of Module 4)
- Achieved the College of Policing sector standard for instructors (currently pitched at a level 3 CTLLS or equivalent).
- Annually assessed by an Internal Quality Assurer. If not training regularly both theory and practical sessions must be assessed once a year, minimum of 2 hours.
- To be an assessor of the Module 4 curriculum you will need to have achieved the College of Policing sector standard for assessors, by the
- Module 4 instructors will automatically be able to deliver Modules 2, 3 and 4.

8.4 To be able to deliver the Module 5 (D13) curriculum content all instructors must have and maintain the following:

- Pre Hospital trauma care certification from the faculty of pre hospital care
- First Aid at Work Trainer Certificate
- Module 5 competent (have requisite knowledge and understanding of the enhanced skills they are responsible for)
- Achieved the College of Policing sector standard for instructors (currently pitched at a level 3 CTLLS or equivalent)
- Annually assessed by an external Quality Assurer from the faculty
- CPD of skills and techniques minimum 2 day including enhanced skills

9.0 REFRESHER TRAINING

9.1 First aid training refresher training has to be delivered with such frequency as to maintain and develop skills and competence.

Within Warwickshire Police the current procedure is that all police officers will undertake assessed First aid training on an annual basis.

Officers of all ranks must attend within 12 months of their previous refresher training. HSE will allow an extension of the certificate for 28 days beyond the expiry date, and the requalification course should be completed within this time. The exemption to this is for Taser Officers who must be within 12 months to maintain their authorisation.

Each officer must achieve competence to the required level and will be assessed against this standard. Any officer failing to achieve competence will be fully supported through a further course of instruction in an attempt to achieve competence.

9.2 All officers will undertake the same refresher training and will be assessed to the same level of competence.

9.3 Police staff who have passed an assessed course in Module 4 (first aid at work) are obliged to undertake their refresher every three years.

9.4 The exemption to this is if an officer is trained to the level of D13 in this case the refresher training will be delivered on a specific D13 refresh course by the D13 trainers.

10.0 DELIVERING THE TRAINING

10.1 Although our trainers will accommodate all officers and support staff attending the course the candidate must understand there will be elements of both mental and physical work included in the course, and will be expected to participate.

10.2 Training staff are not able to make decisions in relation to any officer or staff members' ongoing medical condition. If an officer arrives at a training day with an existing injury then in conjunction with the training staff a decision will be made as to whether they should continue training or be referred to Occupational Health or their supervisor. The candidate is required to demonstrate certain procedures. If they have a pre existing injury or disability that prevents this, then we will make reasonable adjustment to the course.

10.3 Training will be contextualised to aid learning and knowledge retention

The Police service faces additional complexity in delivering first aid in conditions which may also be a crime scene. The training prepares officers and staff for this

It is vital that the training is contextualised to the roles of the candidates participating in order that the skills learnt are appropriate for the environments that the candidate may find themselves dealing with. This could range from a calm office environment through to a hostile environment with a combative casualty.

Any First Aid incident has the potential to be a crime scene and this needs to be taken into account when addressing managing a first aid scene.

11.0 TRAINING RECORDS AND ADMINISTRATION

11.1 First aid training delivered will be recorded and maintained on the Training administration System

11.2 On request certificates can be supplied to the officers. The certificates can be provided by the trainer using the college of policing template.

12.0 EXEMPTION FROM FIRST AID TRAINING

HSE recommends If an employee has a current first-aid qualification other than FAW/EFAW, the employer may consider whether it would be suitable in relation to the role of workplace first-aider and their needs assessment.

12.1 Paramedics registered with the Health and Care Professions council are exempt from the training and are exempt from a qualification in first aid. Provided they can provide evidence of their qualification or training.

Doctors registered and licensed with the General Medical Council; are exempt from the training and are exempt from a qualification in first aid.

Nurses registered with the Nursing and Midwifery Council; are exempt from the training and are exempt from a qualification in first aid.

12.2 Special Constables who are retained fire fighters will be exempt from the training as they receive first aid and trauma care training on a 12 monthly basis, providing they can supply a copy of their training record to learning Support in order that it can be logged onto the police training systems

<i>Chief Officer/Business Lead Consulted</i>	<i>Date Communication Sent</i>
Berni Gaughan	August 2024

13. DOCUMENT HISTORY

The history and rationale for change to policy will be recorded using the chart below:

Date	Author / Reviewer	Amendment(s) & Rationale	Date approval / adoption
Feb 2019	Reen Matchett	Harmonisation	JNCC 21/03/2019
August 2024	Insp 947 Steve Webb	Standalone Warwickshire Policy	Jan 2025

14. ASSESSMENT AND ANALYSIS

Health & Safety, Risk and Equality assessment is available on a separate document.

APPENDICES

APPENDIX 1

Health & Safety Executive First Aid Guidance

<http://www.hse.gov.uk/firstaid/index.htm>

College of Policing Programme Specification

[College of Policing First Aid document](#)

APPENDIX 2

Health and Safety Executive First Aid at Work Regulations 1981

<http://www.hse.gov.uk/pubns/priced/l74.pdf>