

First aid training and equipment kits

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Policy statement and principles

What

This chapter details first aid training requirements for specified NZ Police workers and the requirements for police-specific first aid kits.

It does not cover blood and body fluid exposure, custodial suicide prevention and Police Integrated Tactical Training (PITT).

Why

The policy ensures that workers have the skills and provisions to respond to medical incidents effectively, in order to keep themselves and others safe and well. It also serves to address NZ Police obligations under the Health and Safety at Work Act 2015 and related regulations.

Current certification in first aid is an important health and safety measure so Police workers can better protect themselves and others. Currency is therefore a capability requirement for Level One and Two Responders before they can be deployed in the operating environment. It is also a necessary component of other NZ Police training programmes such as the Police Integrated Tactical Training (PITT), especially OC spray training, and custodial suicide prevention.

How

NZ Police first aid training is designed to have practical application to the specific nature of policing and the Police workplace. Workers are trained to a level that enables basic first aid to be applied until such time as specialist medical and/or paramedic services are available.

Responsibilities, definitions and related information

Responsibilities

Role	Responsible for:
Director: Safer People	<ul style="list-style-type: none"> - ensuring a process of reviewing and updating the first aid training policy and Police-specific syllabus requirements so they remain current and applicable - ensuring appropriate Police-specific requirements are included in Police emergency and workplace refresher first aid training - ensuring the criteria for selecting providers is reviewed and maintained - ensuring an audit process is in place for policy compliance.
Director: RNZPC	<ul style="list-style-type: none"> - selecting training providers in districts based on recommendations from the Tender Selection Committee. Note: PNHQ and service centres must also use the service provider organised by districts. - developing, reviewing and maintaining safety guidelines for scenario-based training.
Supervisors and managers	<ul style="list-style-type: none"> - setting an example by maintaining their first aid certification - monitoring the currency of their team members' first aid certification - taking appropriate action to ensure workers whose first aid certification has lapsed are re-certified as soon as possible - i.e., advising Workforce Management re deployment issues - where necessary, initiating a plan to ensure the worker undertakes and completes the required training within a reasonable time-frame. - initiating a performance improvement plan for their team members who, without reasonable cause, fail, avoid or refuse to complete the required training.
Police workers	<ul style="list-style-type: none"> - maintaining their first aid training certification - monitoring the currency of their first aid certification - as necessary, taking appropriate action when their first aid certification has lapsed to become re-certified as soon as possible.

Definitions

These definitions apply in this chapter.

Term	Definition
NZQA	New Zealand Qualifications Authority
Unit standard 26551	Provide first aid for life threatening conditions
Unit standard 26552	Demonstrate knowledge of common first aid conditions and how to respond to them
Unit standard 25412	Provide basic pre-hospital emergency care
Unit standard 14473	Move a patient in preparation for transportation
Unit Standard 25411	Demonstrate knowledge of and use an Automated External Defibrillator (AED)

References and other related information

- [Health and Safety at Work Act 2015](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)
- Worksafe [First Aid for Workplaces-A Good Practice Guide](#), August 2011
- NZQA, [Consent and Moderation Requirements \(CMR\) for First Aid](#), version 4, June 2015
- [New Zealand Resuscitation Council Guidelines](#)

- NZ Police' [First aid scenario based training guidelines](#)
- Police Manual chapters:
 - [Blood and body fluid exposure policy](#) and associated [Guidelines](#)
 - [Police deployability \(interim\)](#)
 - [Performance Management](#)

Training and certification

Police recruit training

All recruits:

- must undertake [full First Aid for Police](#) approved training at the RNZPC as part of the initial training curriculum for recruits
- be registered on the NZQA framework and have gained credit for [first aid unit standards](#) 26551 and 26552 or successor unit standards.

Full first aid training

Police full first aid training is provided for workers who [must have](#) first aid training but:

- who have not previously completed this training, or
- whose certification has expired for more than 3 months.

Full first aid training is:

- full training on the NZQA [unit standards](#) 26551 and 26552 or successor unit standards
- aligned to the [Police-specific requirements](#) as set out by the Director: Safer People
- [scenario-based](#) and reflects sound training practice
- valid for two years.

Duration of training

The minimum duration of Police full first aid training is 8 hours, and this must include Police specific training and assessment. Full training should be completed within one day but may be spread over two consecutive days if incorporated with other training packages such as custodial suicide prevention or blood and body fluid exposure.

Refresher first aid training

Refresher first aid training is provided for workers who [must have](#) first aid training and:

- who have previously completed the full *First Aid for Police* course, and
- whose certification has not expired beyond 90 days (3 months).

Refresher training is coordinated by the [RNZPC](#) and provided by the Police approved training provider.

All Police refresher first aid training is:

- refresher training on the NZQA [unit standards](#) 26551 and 26552 or successor unit standards
- aligned to the [Police-specific requirements](#) as set out by the Director: Safer People
- [scenario-based](#) and reflects sound training practice
- valid for two years.

Duration of training

The minimum duration of Police refresher training is 6 hours, and this must include Police specific training and assessment. Refresher training should be completed within one day but may be spread over two consecutive days if incorporated with other training packages such as custodial suicide prevention or blood and body fluid exposure training. Face to face training may be supplemented with on-line or e-learning components.

Expiry of first aid certification

All Police workers required to be first aid certified are responsible for ensuring their first aid qualification does not expire.

Supervisors and workforce management teams must monitor workers under their supervision to ensure that they comply with the requirement to maintain first aid certification.

First aid certificates are valid for 2 years and should be re-validated within that period.

Workers whose first aid certificate has expired may undertake [refresher training](#) up to 3 months after the certificate's expiry. However, if a certificate has lapsed for more than 3 calendar months from the certificate's expiry date, the certificate holder **must** complete a [full first aid training](#) course.

Responders at all levels whose certification has expired are considered non-deployable, as specified in the [Police deployability](#) chapter.

Inability or failure to attend or complete first aid training

Workers whose first aid currency lapses because they are unable to, or fail to attend or complete the required training within the specified currency timeframe (whether because of injury or illness, absence from work, or some other reason) must notify their supervisor at the earliest practical opportunity.

That worker's supervisor must:

- advise the district Workforce Management Team so the worker's attendance at training can be scheduled
- meet with the worker to discuss the reasons for non-attendance at, or failure to complete, the required training and if necessary agree on and initiate a plan to ensure the worker undertakes and completes the required training within a reasonable timeframe.

Any such plan should address the following matters:

- the amount of time lapsed from the certification due date and the next available training date
- the worker's responder level and deployability requirements in the operating environment
- the worker's competency to continue operational duties until re-certification (see 'Exceptions' in the [Police deployability](#) chapter for when deployment during non-certification may be authorised)
- the worker's safety if they become involved in any planned duty where the need to use the skills taught in PITT could reasonably be envisaged
- provision of opportunities to complete the programme
- the impact on work groups.

Note: Workers who, without reasonable cause, fail, avoid or refuse to complete the required training will be managed in accordance with the Police [Performance management](#) processes.

Workers required to complete first aid training

Who must complete first aid training?

These workers must undertake first aid training and maintain a current first aid certificate:

- all workers holding the office of constable
- specialists squads, including but not limited to [AOS](#), [STG](#), [SAR](#), [DPS](#), Dive Squad (Note that selected members of some specialist squads must obtain (in addition to the standard full first aid training) extra Pre Hospital Emergency Care (PHEC) training or other specified training - see [table below](#))
- authorised officers
- other Police workers (at the discretion of the relevant District Commander or Directors):
- who have an interface with the public through their work, e.g. custody workers and those attending the public counter at Police stations or workers having contact with suspects and prisoners
- who are required to attend incidents or crime scenes as part of their duties, e.g. exhibit officers and scene of crime examiners
- physical education officers and [PITT](#) trainers
- other Police workers at the discretion of their workplace manager, e.g. those acting as Area Wardens.

Workers who are:

- newly appointed to one of the specific roles listed above requiring first aid certification must complete a [Police full first aid training course](#)
- re-validating a certificate within two years, attend a [refresher training course](#).

(See also information on [expiry of certification](#)).

Table detailing type of training required by role or specialist group

This table details the types of training required by role or specialist group.

	Police Basic First Aid	Adv Med O2 & Airways	AOS First Aid (Includes basic refresher)	PHEC (Includes basic refresher)	Electrical Cert	Diver medical technician
AOS	✓		✓	✓ Selected members only		
Authorised Officers	✓					
Dive Squad	✓	✓		✓		✓ Selected member only (1)
DPS	✓			✓ Selected members only		
PST	✓					
ICT/Electrical	✓				✓	
SSG	✓			✓ Selected members only		
SAR	✓			✓ Selected members only		
STG	✓			✓ Selected members only		
Maritime Unit	✓	✓				

Note: The PHEC training course is essentially the same for all specialist squads undertaking the training, except the scenarios change accordingly. Specialist squad members who have received advanced medical training will be deemed as competent and complying with this requirement.

Delivering first aid training

Who delivers first aid training?

Police first aid training is carried out by individuals employed by the approved and contracted sole external training provider. This must be an organisation approved by [NZQA](#) to assess first aid unit standards. Note: the current NZ Police training provider is Triple One Care.

Delivery requirements

The maximum number of attendees per course must not exceed 20 persons.

When delivering Police first aid training, trainers must:

- abide by the safe scenario training guidelines provided by the Royal New Zealand Police College
- use interactive training techniques and employ a variety of learning strategies and styles that reflect sound training practice.

Standards for trainers

For specific requirements of first aid trainers refer to the guidance on worker selection, appraisal and development detailed in criterion 3 of NZQA's [Consent and Moderation Requirements \(CMR\) for First Aid](#).

Advanced training providers will be approved by the Director: Safer People, and sit outside the NZQA framework.

Vetting checks

All workers employed by first aid providers contracted to NZ Police must pass Police vetting checks.

Curriculum requirements for Police first aid training courses

Introduction

This topic details the curriculum areas that must be included in first aid training courses provided to NZ Police.

NZQA framework outline

This table details the knowledge and skills that participants must be able to demonstrate at the end of all Police first aid training courses.

Subject	First aiders must												
Safety	<ul style="list-style-type: none"> - be able to assess the scene by identifying potential threats to their own safety, the safety of the patient and of bystanders - understand appropriate ways to deal with whatever threats to safety may be present. 												
Severity of illness	<ul style="list-style-type: none"> - be able to undertake a basic assessment of the patient suffering illness/injury, with key emphasis on when to call 111 - know how to recognise common life-threatening symptoms associated with acute coronary syndromes and stroke, and the need for urgent ambulance assistance in treating this - know what happens when you call 111. 												
Airway management in the unconscious patient	<p>know how to:</p> <ul style="list-style-type: none"> - open an airway using head tilt and chin lift - place a patient in the recovery position (or supported on their side) maintaining an open airway. 												
CPR - Cardiopulmonary resuscitation	<p>know:</p> <ul style="list-style-type: none"> - when CPR is required - how to assess for signs of life, and - how to perform CPR. <p>CPR must have an emphasis on adult collapse, with a focus on correct rate, depth and site of chest compressions. Mouth-to-mouth resuscitation should only be taught as part of CPR.</p>												
Bleeding control	know to apply direct pressure to stop external bleeding.												
Common medical emergencies	<p>for...</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">chest pain</td> <td>know the symptoms of acute coronary syndromes, the need to call an ambulance early rather than seeing a doctor.</td> </tr> <tr> <td>stroke</td> <td>recognise symptoms, and know the importance of calling for an ambulance promptly.</td> </tr> <tr> <td>seizures</td> <td>recognise symptoms, and know how to protect the patient during a seizure and when to access ambulance services.</td> </tr> <tr> <td>breathing difficulties</td> <td>recognise symptoms and know when to access ambulance services.</td> </tr> <tr> <td>diabetic emergencies</td> <td>recognise and treat diabetic emergencies.</td> </tr> <tr> <td>choking</td> <td>recognise choking and know simple manoeuvres to treat choking.</td> </tr> </table>	chest pain	know the symptoms of acute coronary syndromes, the need to call an ambulance early rather than seeing a doctor.	stroke	recognise symptoms, and know the importance of calling for an ambulance promptly.	seizures	recognise symptoms, and know how to protect the patient during a seizure and when to access ambulance services.	breathing difficulties	recognise symptoms and know when to access ambulance services.	diabetic emergencies	recognise and treat diabetic emergencies.	choking	recognise choking and know simple manoeuvres to treat choking.
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diabetic emergencies	recognise and treat diabetic emergencies.												
choking	recognise choking and know simple manoeuvres to treat choking.												
Common injuries	know how to manage common injuries, e.g. burns, wounds, fractures, soft tissue injuries and head and eye injuries.												

Specific training requirements for Police

First aid training courses delivered to Police workers must specifically cover these topics:

- basic personal hygiene including awareness of meningococcal disease, and the prevention of hepatitis B and C and HIV
- use of AED (automatic external defibrillator)
- use of bag valve mask (BVM) during resuscitation
- methamphetamine laboratory awareness and aftercare

- needle-stick injuries
- sudden deaths
- road accidents
- gunshot wounds
- stabbings and lacerations
- attempted suicides including hanging, cut wrists and throat, carbon monoxide poisoning, intentional poisoning and drug overdose
- dislocations
- human bites
- dog bites
- basic assistance at childbirth
- effects of positional asphyxia and management of prisoners
- management of intoxicated or drugged persons
- TASER aftercare (including primary and secondary injuries)
- OC spray aftercare (including possible asthma attacks and decontamination using bio-shield).

Note:

District training co-ordinators and/or managers can choose to add the NZ Police training package [Blood and body fluid exposure](#) onto their workplace refresher first aid training, or deliver it separately.

Scenario-based training

Practical scenario based training must be incorporated in all Police first aid training sessions. A minimum of six scenarios must be run during group training including CPR which is mandatory:

- scene assessment and management, including personal safety
- conscious and unconscious patient management
- Level 2 resuscitation complying with the latest [New Zealand Resuscitation Council Guidelines](#), January 2016
- arterial bleeding, including use of tourniquets
- shock
- diabetic emergencies, including hypoglycaemia and hyperglycaemia
- chest injuries, including sucking chest wound
- stabbings and lacerations
- common medical emergencies, such as asthma, diabetes, stroke and heart attacks
- OC spray aftercare
- heat exhaustion, heat stroke and hypothermia
- burns and scalds that could occur in, for example, a methamphetamine laboratory
- eye injuries
- head injuries
- fractures and dislocations
- neck and spinal injuries
- attempted suicides including hanging, cut wrists and throat, carbon monoxide poisoning, intentional poisoning and drug overdose
- anaphylaxis (allergic reactions)
- any other identified Police specifics relevant to the worker's workplace.

First aid scenario based training guidelines

Download the First aid scenario based training guidelines (PDF).

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 [First Aid Safe Scenario Guidelines.pdf](#)

278.26 KB

Police-specific first aid kits

Purchase of first aid kits

NZ Police have designed and developed a police-specific first aid kit. This kit has been developed to account for our specific unique requirements and the situations police face, and it is used in scenarios during Police first aid training.

To set a standard across NZ Police it is vital that this one particular kit be purchased by all Police districts and service centres and maintained.

Failure to have police-specific first aid equipment so that police can provide appropriate aftercare from [OC](#) spray and /or [Taser](#) deployment (for example) can have undue occupational health and safety implications downstream. This first aid kit also provides the essential equipment to be able to respond better in emergency situations such as the Canterbury earthquakes.

When must police-specific kits be available?

Police-specific first aid kits must be available for use in the following circumstances:

- frontline/response situations
- frontline vehicles, vessels, helicopters
- cellblocks and custody suites
- transportation (including prisoner / detainee, mental health patient, youth) vehicles
- training ([PITI](#), [PCT](#), firearms etc.)
- Police exercises, [SAR](#)
- other situations where the risk assessment dictates that a first aid kit is necessary.

Benefits of police-specific kits

Some of the benefits of the comprehensive NZ Police first aid kits are:

- they are portable backpacks which can be carried to wherever first aid is needed
- the first aid kit and associated equipment mirrors the first aid being taught in our first aid courses and ensures the right equipment is available to deal with a range of situations
- the first aid kit contains fit for purpose gunshot wound management equipment and mirrors the firearm trauma packs available to the [AOS](#). This is necessary given that Police firearms policy makes firearms readily accessible to all frontline workers (see the [Police firearms](#) chapter for details of when firearms may be carried)
- the first aid kit brings together in one place all the aftercare packages for [OC](#) spray and Taser so that first aid, when required, can be applied to meet a range of operational emergencies.

Kits for office environments

Where first aid kits required for office environments may be used in operational emergencies, it is recommended that they be contained in the NZ Police designated backpack so they are portable. The separate components of the kits can be purchased via the [SAP](#) System as required, according to the demands of the office environment.

Note: The portability of first aid kits was a major lesson learned from the Christchurch earthquakes where kits fixed to walls or kits that were cumbersome to move around were less than optimal.

Auditing and maintenance

First aid kits must be checked at shift change and kept up to date. A full up to date kit can be identified by using a tie tag to seal the zips closed. Auditing must be performed in accordance with the 'Health and Safety Site Checklist' which stations must complete on a pre-determined frequency.