



CHAIRMAN'S MEMORANDUM

NO. 3-2000 JANUARY 24, 2000

**TO: SHERIFFS, JAIL ADMINISTRATORS, TRAINING COORDINATORS,
COMMISSIONERS OF CORRECTION**

**RE: FACILITY REQUIREMENT FOR ISSUING CARDS CERTIFYING COMPLETION OF
CPR AND FIRST AID TRAINING**

There has been an ongoing discussion of the interpretation of the minimum standard regarding CPR and First Aid certification and the need to issue a card from a certified training authority such as the Red Cross or the American Heart Association. Some jails have been required to pay for each card, some jails pay a yearly fee, both of which can add up to a significant dollar expenditure.

Minimum standard 7010.2(f) states that: "Facility personnel shall receive training and maintain certification in approved first aid and emergency life saving techniques including use of emergency equipment."

It is not necessary for the administrations of correctional facilities to issue a card of completion to each employee. The **attendance record of the course will be sufficient** to meet the intention of the minimum standard.

Commission staff visits to some facilities in 1999 revealed that the availability of resuscitative equipment and training regarding its use is a problem. During CPR and First Aid training, staff should be oriented to the location of equipment throughout the facility. (It should not only be available in the main control room or medical department). No matter what equipment is utilized, training regarding the use of the equipment is required.

In addition, the availability of disposable gloves either in a pocket pouch for each staff member or in dispensary boxes available at each post should be included in facility policy. Hand washing with disinfectant liquid soap or disinfectant wipes should also be addressed.

The Commission hopes that this information will save time and dollars for your agency. If there are any questions regarding the contents of this memorandum, please contact our Forensic Medical Unit at 518-485-2436 or the Commission's field supervisor of the unit serving your facility.

Alan J. Croce, Chairman/Commissioner

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