



**HEADQUARTERS  
CIVIL AIR PATROL INDIANA WING  
UNITED STATES AIR FORCE AUXILIARY**  
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8 Jan 08

MEMORANDUM FOR ALL IN WG PERSONNEL

FROM: CC

SUBJECT: First Aid Training Standards

Reference: OSHA Standard 1918, Appendix V , “Basic Elements of a First Aid Training Program.”  
CAP Specialty Qualification Training Record (SQTR) Standards for Various Specialty  
Ratings (link: <http://www.cap.gov/visitors/members/operations/>)

1. Background. Accomplishing Basic First Aid Training is a requirement listed on the SQTRs for various ES specialties. NHQ has offered guidance that First Aid training be compliant with OSHA Standard 1918, Appendix V.
2. Training Standard. Within Indiana Wing, unit commanders and operational staff will ensure that first aid training meets the following guidelines.
  - a. Training must be compliant with OSHA Standard 1918, Appendix V and National Highway Traffic Safety Administration guidelines.
  - b. This requirement will be met by using first aid instructors certified by a Nationally Recognized Certification Agency – a national body that conducts first aid training according to the above standards and issues a card certifying training standards have been met. Examples include but are not limited to the American Red Cross, American Heart Association, National Safety Council, National Association of Underwater Instructors, and American Safety and Health Institute
  - c. Training will include instruction and evaluation in basic adult cardiopulmonary resuscitation (CPR) skills.
  - d. Training will generally result in the issuance of a card from the instructor’s certifying agency.
3. Documentation.
  - a. Members wishing to qualify in any specialty listing the requirement “Complete Basic First Aid Training or Equivalent” on the SQTR shall obtain a certification card from a nationally recognized body (as listed above) showing completion of Basic First Aid Training (which should include CPR).
  - b. Squadrons shall maintain a current copy of the members First Aid card in the squadron training records. Members who hold a 101 card in a specialty requiring completion of Basic First Aid training shall carry a copy of their current First Aid card on their person while functioning in an ES capacity.
  - c. Members holding a higher medical certification, (i.e. First Responder, EMT, Paramedic, RN, MD, etc.) have met the Complete Basic First Aid Training or Equivalent requirement as long as they maintain current licensure and can show documentation as outlined above. Demonstration of skills and documentation earned from a military Self Aid Buddy Care program may also be considered as meeting the requirement.

  
W. MARK REEVES, Col, CAP  
Commander