



# ISSUANCE AND REPLACEMENT OF FIRST AID KITS



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INDEX CATEGORY:	04 - Uniform and Personal Equipment		
CALEA:			

## I. PURPOSE

This directive outlines the procedures for the issuance and replacement of items in Department-authorized first aid kits, including the Individual First Aid Kit (IFAK) and Mini First Aid Kit (MFAK), as defined in the Department directive titled "[Individual First Aid Kit \(IFAK\) and Mini First Aid Kit \(MFAK\)](#)"

## II. GENERAL INFORMATION

- A. Department members that have successfully completed the Chicago Police Department Law Enforcement Medical and Rescue Training (LEMART) eight-hour training will be issued a Department-authorized first aid kit and will carry, wear, or have the kits available when assigned to field duties.
- B. Only Department-approved contents of a Department-authorized first aid kit that were either purchased by a Department member or issued by the Department will be replaced on a one-for-one basis for the following reasons:

- 1. A Department member uses the equipment to provide on-scene medical aid.
- 2. The item has reached its expiration date.

**NOTE:** QuikClot combat gauze (hemostatic dressing) has an expiration date of 5 years. Expired Quikclot (hemostatic dressing) must be turned in to receive a replacement.

- 3. The item(s) are damaged or worn beyond practical use.

**NOTE:** Damaged or worn equipment must be turned in to receive a replacement.

- C. Department member(s) involved in an incident that requires providing on-scene medical aid prior to the arrival of any Chicago Fire Department (CFD) Emergency Medical Services (EMS) will receive contents replacement on a one-for-one basis by CFD **only if CFD transports the victim to a hospital.**
  - 1. In many cases, the exchange of equipment may only occur at the hospital after the victim has been transported and in the care of the emergency room staff.
  - 2. Only the Tourniquet (CAT) is an identical replacement carried by the Chicago Fire Department. All other items will be replaced with a CFD equivalent, if available. It is the responsibility of the treating member to have those equivalent items promptly replaced with CPD approved items in accordance with Item IV of this directive.

## III. FIRST ISSUE OF DEPARTMENT-AUTHORIZED FIRST AID KITS

- A. Department members that have successfully completed the required LEMART eight-hour training will be issued one IFAK or MFAK for use during field duties at the conclusion of the training. Department members that have not received their first issue of a IFAK or MFAK will report to the LEMART training unit in person for the issuance of Department-authorized first aid kit following the below procedures.

1. Department members must report in-person with their Department-issued identification card to the LEMART training unit. No exceptions will be made.
  2. The LEMART staff will ensure the requesting Department member has not previously been issued an IFAK or MFAK by checking the LEMART training roster and verify the member has successfully completed the LEMART course.
  3. Once it is verified that the requesting Department member has completed the required LEMART training and has not previous been issued an IFAK or MFAK, the requesting member will complete the LEMART First Aid Kit log sheet.
  4. The requesting Department member will complete a digital registration, as instructed by a LEMART staff member, for a receipt of their first issue IFAK or MFAK.
  5. The LEMART staff will ensure the requesting Department member provided the appropriate information and provide the member with their first issue IFAK or MFAK.
- B. All Chicago Police Department recruits will be issued an IFAK or MFAK upon completion of the required LEMART eight-hour course, as part of the recruit curriculum.
1. Department recruits will be provided a QR code during training to complete a digital log and receipt of the IFAK or MFAK.
  2. The LEMART staff will ensure the Department recruit provided the appropriate information and provide the member with their first issue IFAK or MFAK upon successful completion of the LEMART eight-hour training.

#### IV. IFAK AND MFAK MINIMUM REQUIRED CONTENTS REPLACEMENT

- A. The following IFAK and MFAK pouch contents will be replaced consistent with the criteria in Item II of this directive:

1. combat application tourniquet (CAT);
2. HyFin vent compact chest seal (not available on CFD apparatus);

**REMINDER:** Department members are reminded that the HyFin vent compact chest seal has an expiration date.

**NOTE:** Petroleum gauze may be carried as a temporary substitute for the HyFin vent chest seal until such time it can be replaced with a HyFin vent chest seal from the Training Division Procurement Office in accordance with this directive.

3. any direct pressure bandage / trauma dressing (e.g., OLAES, NAR-ETD, or other commercial direct pressure bandage / trauma dressing) recommended by LEMART (not available on CFD apparatus);

**REMINDER:** Department members are reminded that the direct pressure bandage / trauma dressing has an expiration date.

4. trauma shears (if broken);
5. QuikClot combat gauze / hemostatic dressing (not available on CFD apparatus);

**REMINDER:** Department members are reminded that the QuikClot combat gauze / hemostatic dressing has an expiration date.

6. nitrile gloves;

**NOTE:** Consistent with training on body substance isolation, it is recommended that Department members don nitrile gloves prior to using the contents of the IFAK or MFAK to provide on scene medical aid.

7. strips or role of adhesive tape; and
8. a cardiopulmonary resuscitation (CPR) face-shield (not available on CFD apparatus).

**NOTE:** IFAK and MFAK contents that have been used by Department members will be replaced based on the availability contained within the transporting CFD apparatus. Members are reminded to have those items replaced from the Training Division Procurement Office in accordance with this directive.

- B. Department members will be responsible for the replacement of the IFAK and MFAK pouch or any personally owned medical supplies contained within the IFAK and MFAK pouch in the event of loss, theft, or misplacement. The Department-issued IFAK and MFAK pouch will be replaced only if it is damaged.

**NOTE:** The replacement of lost, stolen, or misplaced IFAK and MFAK pouches or any personally owned medical supplies contained within the pouches must be in accordance with the requirements listed in U06-02-15 Individual First Aid Kit (IFAK) and Mini First Aid Kit (MFAK).

- C. To replace or exchange IFAK or MFAK contents unavailable via a CFD replacement, Department members will:

1. complete the To-From-Subject Report available on the LEMART website located on the Training Division website via the WIRE under Training Resources, listing IFAK or MFAK contents that were used or in need of replacement.
2. submit the To-From-Subject Report to a unit supervisor the rank of lieutenant or above, for review and approval.
3. submit the approved To-From-Subject Report and a copy of any relevant Department reports (e.g., General Offense Case Report, Hospitalization Case Report, Illinois Traffic Crash Report) via email to [academy.procurement@chicagopolice.org](mailto:academy.procurement@chicagopolice.org).

**NOTE:** The To-From-Subject Report and supporting documents may also be hand carried to the Training Division Procurement Office during the hours of operation (Monday-Friday, 0800hrs–1600hrs).

- D. Designated unit supervisors the rank of lieutenant or above will review the submitted To-From-Subject Reports and, when appropriate, approve the request for replacement or exchange IFAK or MFAK contents.

- E. The Training Division Procurement Office will:

1. review the To-From-Subject Report and supporting documents requesting replacement or exchange IFAK or MFAK contents.
2. schedule pick up of the replacement item with the requesting Department member, and
3. replace or exchange the IFAK and MFAK pouch or contents consistent with the criteria outlined in Item II of this directive.

## V. IFAK AND MFAK INSPECTIONS

- A. *Consistent with the Department directive titled, "[Uniform and Appearance Standards](#)," unit commanding officers will ensure Department members' IFAK and MFAK are inspected during the semi-annual inspections, including correcting and documenting deficiencies.*
- B. *The inspection of the IFAK and MFAK will include the pouch and contents as identified in Item IV of this directive and the Department directive titled, "[Individual First Aid Kit \(IFAK\) and Mini First Aid Kit \(MFAK\)](#)," including verifying the perishable items are not expired.*

(Items indicated by *italics/double underline* were added or revised)

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