



Hart First Response

Abbreviations Protocol

Registered Charity 1092333

Title: Abbreviations protocol
Filename: Abbreviations Protocol iss6 Apr17
Pages: 1
Author: Gillian Dawes
Approved by: HFR Executive Committee
Issue 1: 05/04/04 Issue 2: 28/04/04 Issue 3: 20/06/04 Issue 4: 06/01/06 Issue 5: 13/04/13 Issue 6:
06/04/17
Review Date: 06/04/20

1. Introduction

1.1. To have an agreed list of abbreviations that can be used when completing documents such as patient report forms.

2. Responsibility

2.1. All Hart First Response volunteers.

3. Process

- 3.1. In order to make the completion of patient report forms and other documents quick and easy it is agreed that, where appropriate, abbreviations may be used in place of full phrases.
- 3.2. All abbreviations to be used must be approved by the Executive Committee.
- 3.3. All approved abbreviations are listed in section 4 "Approved Abbreviations".
- 3.4. The Approved Abbreviation list can be updated as necessary but all superseding lists must be replaced immediately.
- 3.5. A copy of the Approved Abbreviation list will be available on events, and will be located in the vehicle folder.
- 3.6. Any abbreviation can only be used in place of the phrase as specified on the Approved Abbreviation list.
- 3.7. No other abbreviations other than those on the abbreviation list may be used at any time.
- 3.8. It is particularly important that any abbreviation used is written clearly and legibly in the format it appears on the Approved Abbreviation List. The use of an abbreviation is not an excuse for poor or incomplete documentation.
- 3.9. Use of abbreviations should always be kept to a minimum. It is important that abbreviations are not used to such an extent that the meaning of the documentation becomes impossible to decipher.
- 3.10. The appendix (section 5) includes abbreviations previously used in HFR paperwork that are NOT approved and should not be used in future. They merely represent a translation to enable understanding of previous paperwork.



Hart First Response

Abbreviations Protocol

Registered Charity 1092333

4. Approved Abbreviations

Abbreviation	Replacing Phrase
abdo	abdomen
A & E	Accident and Emergency
AVPU	Alert, Voice, Pain, Unconscious
approx	approximately
AED	Automatic External Defibrillator
BP	Blood Pressure
CPR	Cardiopulmonary Resuscitation
cm	centimeters
CSF	Cerebrospinal Fluid
CPO	Child Protection Officer
cm ²	cm squared
C/O	Complains Of
D & V	Diarrhoea And Vomiting
EBL	Estimated Blood Loss
exp	expiry date
#	Fracture
GP	General Practitioner
GCS	Glasgow Coma Scale
GTN	Glyceryl-Tri-Nitrate (spray to relieve angina)
HFR	Hart First Response
HI	Head Injury
HO	History Of
hrs	hours
X4	in all four limbs
LVF / RVF	Left Ventricular Failure / Right Ventricular Failure
L	litre
LOC	Loss Of Consciousness
mph	miles per hour
mg	milligrammes
mm	millimeters
mins	minutes
MSC	Movement, Sensation, Circulation
MI	Myocardial Infarction
neuro	neurological
N/A	Not Applicable
obs	observations
O ₂	Oxygen
PMH	Past Medical History
Pt	Patient
SpO ₂	Percentage of Oxygen in the blood as measured by a Pulse Oximeter
PEARL or PERL	Pupils Equal And Reactive To Light
ROM	Range Of Movement
resps	respirations
RTA	Road Traffic Accident
SOB	Shortness Of Breath
S & S	Signs and Symptoms
temp	temperature
yrs	years



Hart First Response

Abbreviations Protocol

Registered Charity 1092333

5. Appendix: Phrases already used (but not approved) in HFR paperwork

Abbreviation	Replacing Phrase
"	inches
@	at
~	approximately
CSP	cervical spinal pain
etc	et cetera
flex	flexion
LBP	lower back pain
LH	left hand
Lt	left
RHS	right hand side
Rt	right
T	thoracic
X3	three times