



Information for Participants

HLTFA301B Apply First Aid

Course Outcome: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. This unit incorporates the content of HLTCP201A Perform CPR and HLTFA201A provide Basic Emergency Life Support.

Entry Requirements: Nil, however it is recommended that participants have literacy competencies equivalent to Level 2 as described in the Certificates of General Education for Adults (2112AFL, 2212AKC, 2212ALC)

Enrolment Procedure: Please complete the enrolment form either on line or hand it to the instructor at the commencement of the course.

Nominal Duration: Total 14 hours; 6 hours practical training with online or workbook blended program.

Qualification

- It is important that you attend each session of this course so that you are eligible to receive a **Statement of Attainment**.
- Your Nationally Recognised qualification has been accredited by the *Victorian Registrations and Qualifications Authority* and entered on the *National Training Information Service*.
- Your qualification will be valid for 3 years and the Australian Resuscitation Council recommends that you attend a resuscitation update every 12 months. If you are unable to attend any sessions, please contact your instructor.

Competencies to be achieved during the training

At the successful completion of this course the candidate will be able to demonstrate:

1. The approach to an incident and management of the unconscious casualty
2. The maintenance of airway and breathing of a patient
3. First Aid management for the collapsed or unconscious casualty
4. Management of heart conditions
5. Management of minor wounds and infection control procedures
6. Management of the near drowning casualty
7. First aid management for casualties suffering from extremes of temperature
8. Management of major external bleeding and shock
9. Management of burns and electric shock
10. Management of eye injuries and soft tissue injuries
11. Management of venomous bites and stings / poisons and allergic reactions
12. Management of spinal injuries / fractures
13. Management of chest / head / abdominal injuries
14. Assessment and movement of the sick and injured / vital signs
15. Determining first aid facilities and training requirements / legalities / first aid kits

Assessment Procedure: Assessment will be conducted during and at the end of the course to demonstrate to your instructor that you have the required knowledge and skills of the procedures necessary to manage a life-threatening situation prior to the arrival of medical aid.

This process will consist of – **Theory Assessment** completed either online or with a workbook prior to the practical training day, or during the training sessions as part of a face-to-face program. Learners with identified Language, Literacy and Numeracy deficits will be offered an oral assessment if required.

Skills Competencies - demonstrate competency in all skills as detailed above conducted in simulated conditions whenever possible.

Learners must demonstrate competency in all sections to qualify for a Statement of Attainment.

Competencies	Course Content
1. Demonstrate the approach to an Incident and Management of an Unconscious Casualty	<ul style="list-style-type: none"> - The procedure to assess the situation to ensure the safety of the patient, bystanders & First Aider - DRABCD Action Plan - The initial first aid management of the collapsed or unconscious patient
2. Demonstrate the maintenance of Airway & Breathing of a patient	<ul style="list-style-type: none"> - Airway and breathing management on a class participant and/or resuscitation manikin - Cardio-Pulmonary Resuscitation (C.P.R. - 1 & 2 operator) on a resuscitation manikin
3. Demonstrate the first aid management for the Collapsed or Unconscious Patient	<ul style="list-style-type: none"> - First aid management for an Epileptic fit - First aid management for a person suffering from a suspected Diabetic episode - First Aid management for a person suffering from a loss of consciousness
4. Management of Heart Conditions	<ul style="list-style-type: none"> - Signs and Symptoms for Heart Attack and Angina - First aid management for Heart Attack and Angina
5. Management of Minor Wounds & Infection Control	<ul style="list-style-type: none"> - First aid management for minor wounds - Infection control procedures required to protect the patient and the first aider
6. Management of the Near Drowning Casualty	<ul style="list-style-type: none"> - Difference between Near Drowning and Drowning - Difference between salt water vs fresh water - First Aid management of the near drowned patient
7. Demonstrate the First aid management for casualties suffering from extremes of temperature	<ul style="list-style-type: none"> - Definition of Heat Stroke and Heat Exhaustion. - Signs and symptoms of exposure and their possible causes - First aid management for exposure, as appropriate to either cool or warm the patient - Monitoring and Recording Vital Signs - Seeking medical assistance as required
8. Management of Major External Bleeding & Shock	<ul style="list-style-type: none"> - Different types of bleeding - Body's reaction to bleeding - Signs & symptoms of Shock - Control of external bleeding, embedded foreign objects & amputations - First aid management for shock
9. Management of Burns & Electric Shock	<ul style="list-style-type: none"> - Identification, causes, effects and assessment of Burns - The immediate first aid management for burns - Dry, Scald, Chemical and Sunburn - The First Aid Management of Electric Shock on the conscious and unconscious casualty.
10. Management of Eye Injuries & Soft Tissue Injuries	<ul style="list-style-type: none"> - The first aid management for Soft Tissue injuries - The first aid management for Eye injuries.
11. Management of Venomous Bites & Stings/ Poisons / Allergic Reactions	<ul style="list-style-type: none"> - The first aid management for a Snake / Funnel Web spider and Blue Ringed Octopus bite - The first aid management for poisonings - The first aid management for a severe Allergic Reaction

12. Management of Spinal Injuries Fractures	<ul style="list-style-type: none"> - The aim of management for suspected spinal injury - The signs & symptoms of suspected spinal fracture. - The first aid management for suspected spinal injured patients - The management of suspected Collarbone, Breastbone, Upper and Lower Arm, Upper and Lower Leg fractures.
13. Management of Chest/Head/Abdominal injuries	<ul style="list-style-type: none"> - The first aid management for head injured casualties - The first aid management for casualties with chest injuries - The first aid management for casualties with abdominal injuries
14. Assessment and Movement of the Sick & Injured /First Records	<ul style="list-style-type: none"> - The systematic examination of a conscious and unconscious patient. - Monitoring and recording a patient's Vital Signs - Recording treatment given to a patient - Correct posture for lifting - Various methods for moving an injured or ill patient - Procedures to summon assistance from emergency services, including the Ambulance Service. - Identify contents of First Aid Boxes in the Workplace.
15. Determine First Aid Facilities and training requirements / Legalities / First Aid Kits	<ul style="list-style-type: none"> - Relevant state government First Aid requirements - The concept of a first aider's duty of care and negligence - Contents for a workplace first aid kit as per appropriate legislative - Contents for a workplace first aid room where appropriately required - Requirements for training a workplace first aider

Facilities & Equipment:- Each participant will be provided with all of the intellectual materials required to study all modules. Each program will also be supported with adequate Teaching Aids to assist with the theory and practical training modules such as CPR manikins, Bandages, Visual Aids, Handouts etc as appropriate.