



Unit Outline Manual

Education & Training @ ReGen

**HLTAID003 Provide First Aid
(Incorporating HLTAID001 Provide CPR)**

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Introduction

Welcome to the unit of competency, HLTAID003 Provide First Aid.

This resource has been designed to give you information about the content of HLTAID003 Provide First Aid and explain the training and assessment process that you are about to undertake.

If after you have read this document you have any questions or queries either speak to your trainer or contact the RTO Admin at rto@regen.org.au

While we have your attention, when you attend for your scheduled training attendance, it is recommended you wear comfortable clothes and footwear, as you will be undertaking practical exercises on the floor.

Course Information

This training component of this competency is delivered in a blended manner. That means that you will be required to undertake individual reading and assessment **prior** to attending for one day of class attendance.

Purpose of the course

The purpose of the training course is to provide participants with the skills and knowledge to apply first aid to a range of scenarios. *This course is considered to be the same as the old 'Level 2 First Aid.'*

It is important to be aware that First Aid guidelines recommend upgrading this qualification every three years.

Understanding Units of Competency

The following pages provide details of **HLTAID003 Provide First Aid**.

Please take your time to read about this unit of competency. Doing so will help you to understand what the training covers and the type of evidence which must be gathered in order for you to demonstrate competency.

All units of competency have the same basic layout; below you will find a brief explanation of the headings that you will come across.

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Unit descriptor

Provides a more detailed description which adds clarity to the title of a particular unit of competency.

Elements

Are the activities (skill outcomes) that when combined, make up each unit of competency.

Performance criteria

The criteria against which an assessment can be made for each element. They outline the required level of performance.

Required Skills and Knowledge

Describe the essential skills and knowledge required to effectively perform in the workplace

Employability Skills

Are non-technical skills and competencies which play a significant part in contributing to an individual's effective and successful participation in the workplace

Evidence Guide

Specifying the evidence to be gathered to demonstrate competence (related to the performance criteria). Also specifying the context of assessment, access and equity considerations and identifies any related units.

Range statement

Guidelines on the different contexts and conditions in which competence may be demonstrated.

HLTAID003 Provide first Aid

Unit Descriptor

Descriptor

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

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Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Respond to an emergency situation

- 1.1 Recognise an emergency situation
- 1.2 Identify, assess and manage immediate hazards to health and safety of self and others
- 1.3 Assess the casualty and recognise the need for first aid response
- 1.4 Assess the situation and seek assistance from emergency response services

2. Apply appropriate first aid procedures

- 2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines
- 2.2 Provide first aid in accordance with established first aid principles
- 2.3 Display respectful behaviour towards casualty
- 2.4 Obtain consent from casualty where possible
- 2.5 Use available resources and equipment to make the casualty as comfortable as possible
- 2.6 Operate first aid equipment according to manufacturer's instructions
- 2.7 Monitor the casualty's condition and respond in accordance with first aid principles

3. Communicate details of the incident

- 3.1 Accurately convey incident details to emergency response services
- 3.2 Report details of incident to workplace supervisor as appropriate
- 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

4. Evaluate the incident and own performance

- 4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents
- 4.2 Participate in debriefing to address individual needs

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Required Skills and Knowledge

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

Followed DRSABCD in line with ARC guidelines, including:

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- performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
- performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- responded appropriately in the event of regurgitation or vomiting
- managed the unconscious breathing casualty
- followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least two simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
 - conducted a visual and verbal assessment of the casualty
 - demonstrated safe manual handling techniques
 - post-incident debrief and evaluation
 - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
 - allergic reaction
 - anaphylaxis
 - bleeding control
 - choking and airway obstruction
 - envenomation, using pressure immobilisation
 - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
 - respiratory distress, including asthma
 - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

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- State/Territory regulations, first aid codes of practice and workplace procedures including:
 - ARC Guidelines relevant to provision of CPR and first aid
 - safe work practices to minimise risks and potential hazards
 - infection control principles and procedures, including use of standard precautions
 - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation
 - duty of care requirements
 - respectful behaviour towards a casualty
 - own skills and limitations
 - consent
 - privacy and confidentiality requirements
 - importance of debriefing
- considerations when providing first aid including:
 - airway obstruction due to body position
 - appropriate duration and cessation of CPR
 - appropriate use of an AED
 - chain of survival
 - standard precautions
 - how to conduct a visual and verbal assessment of the casualty
- principles and procedures for first aid management of the following scenarios:
 - abdominal injuries
 - allergic reaction
 - anaphylaxis
 - basic care of a wound
 - bleeding control
 - burns
 - cardiac conditions, including chest pain
 - choking and airway obstruction
 - crush injuries
 - diabetes
 - dislocations
 - drowning
 - envenomation
 - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
 - eye and ear injuries
 - fractures

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- febrile convulsions
- head, neck and spinal injuries
- minor skin injuries
- needle stick injuries
- poisoning and toxic substances
- respiratory distress, including asthma
- seizures, including epilepsy
- shock
- soft tissue injuries, including strains and, sprains
- stroke
- unconsciousness
- basic anatomy and physiology relating to:
 - how to recognise a person is not breathing normally
 - chest
 - response/consciousness
 - upper airway and effect of positional change
 - considerations in provision of first aid for specified conditions

Training Delivery

As our training programs are designed for workers in the community services sector, we have designed this program with the minimum number of days that are direct delivery, incorporating the use of self paced learning to precede attendance at our training venue.

Self Paced Learning

You have been provided with a first aid manual and some recommended readings to work through before you attend your class session. This self paced learning approach addresses a range of information required for you to apply first aid.

Attendance

Participants will be required to attend all the direct delivery training & undertake assessment activities to be deemed competent in this unit. If you are unable to attend the training, contact your trainer as alternative arrangements may be able to be organised in exceptional circumstances.

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Delivery Mode and Strategy

Presentation of information within the national competency standards for the identified competency, by an appropriately qualified trainer utilising a range of learning strategies including:

- Self paced reading
- Practical tasks
- Group discussion
- Activities
- Videos, DVDs

For consolidation, the material in this unit of competency should be linked with and complemented by relevant on-the-job practice or equivalent. Where possible, theoretical concepts and practical application will be illustrated and reinforced by drawing on examples and discussion from the participants' own workplace experience.

Assessment

Assessment Process

The assessment process provides you with an opportunity to demonstrate competency through:

- Written work – tests, assignments, case studies
- Oral questions
- Demonstration of skills and knowledge

Homework Due Date

Assessment Task: 1 – Workbook

To be submitted when you attend the training session – refer to your letter of confirmation

Assessment Task: 2 – In Class Demonstration

- a) Perform CPR on an Adult Manikin,
- b) Perform CPR on an infant manikin
- c) Perform single operator CPR and transition to two operators, use an AED and follow prompts

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In class demonstration

Assessment Task: 3 – In class exam

Completed in class on your training attendance date. Refer to your letter of confirmation of enrolment for the date.

Assessment Task 4: – Simulation/Demonstration of responding to a first aid scenario –

Completed in class on your training attendance date. Refer to your letter of confirmation of enrolment for the date.

Assessment Task 5: – Simulation/Demonstration of responding to a first aid scenario

Completed in class on your training attendance date. Refer to your letter of confirmation of enrolment for the date.

Assessment Task 6: – Demonstration of first aid techniques.

Completed in class on your training attendance date. Refer to your letter of confirmation of enrolment for the date.

Overview of Assessment Tasks for HLTAID003 Provide First Aid

UnitingCare ReGen will gather evidence of competency by asking you to complete 5 assessment tasks, one of which is completed in your own time, the final 4 are conducted in class. If you have any questions or concerns about any of the assessments, we encourage you to talk to your Trainer/Assessor.

These tasks have been designed to provide you with the opportunity to demonstrate your competency in relation to HLTAID003, however if the answers you provide are too brief, ambiguous or inaccurate, additional information and/or a reassessment will be needed.

Assessment Task 1 – Workbook

This assessment is completed in your own time and must be submitted prior to 5pm on the day you will attend training. The task has a series of short answer, multiple choice and true false questions that apply to assessing first aid situations, responding to these as well as key issues for first aiders. You will receive a First Aid manual & suggested other sources of information that we recommend you read to assist you with this task.

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Assessment Task 2 – Perform CPR and Use an AED – 3 parts

This assessment is completed in class. The assessment task requires you to demonstrate performing CPR on both adult and infant manikins both for a period of 2 minutes without interruption and then provide CPR as a single operator transitioning to dual operators and includes using an AED and following the prompts.

You will have been provided with in class demonstration and practice prior to undertaking this assessment.

Participants will need to ensure they are physically able to perform CPR on Manikins located on the floor. If you are unable to meet this criteria, please contact your assessor prior to the training to discuss your options.

Assessment Task 3 – Exam

For this assessment task you will be expected to draw upon information from the in class presentations as well as your self paced readings to complete a short exam, comprising short answer, true false and multiple choice questions. You will be given time during your class attendance to complete the task. It must be handed in prior to leaving your scheduled class

Assessment Tasks 4 & 5 – Simulated First Aid Scenarios

During your class attendance, you will be asked to respond to two different First Aid incidents and demonstrate appropriate responses to the situations.

Prior to undertaking these scenarios, you will have been provided with information through self paced learning and in class discussions/demonstrations.

Assessment Task 6 – Demonstration of First Aid techniques

During your class attendance you will be asked to demonstrate the following:

- Responding to a choking casualty
- Bandaging for external haemorrhage
- Applying slings to manage fractures and dislocations
- Using an anapen/epipen to respond to anaphylaxis
- Assisting a client to administer treatment for asthma.

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Responding to shock

Applying a pressure immobilisation bandage.

Prior to undertaking these scenarios, you will have been provided with information through self-paced learning and in class discussions/demonstrations.

Assessment Processes

Assessment Submission

A number of assessments are completed and handed in during class time. In this instance participants will be required to submit assessment tasks to their trainer/assessor. You will be required to complete the workbook in your own time and submit it to your assessor on the day of class attendance.

Written assessment tasks should be submitted with a signed assessment cover sheet which will be provided with assessment tasks. Participants must comply with the requirements of completing assessments and the submission in order to receive a result on each assessment task. If participants are unable to submit the assessment tasks by the relevant due date they **must** apply for an extension. The Extension Form **must** be submitted **online** on or before the assessment due date.

Applying for an Extension

Extensions are not automatic. Participants seeking an extension of time for submitting an assessment are expected to complete and submit an extension/special consideration form to the RTO Administrator. Extension/special consideration forms are available in the student's handbook, unit outline manuals, as well as on our website at: <http://www.regen.org.au/extension-request>

Extensions will usually be granted unless there are extenuating circumstances preventing this from being possible – for instance if there are certain Training Authority requirements that ReGen must fulfil (such as working within a set timeframe).

An extension allows the student **two weeks** extra time in which to complete coursework.

PLEASE NOTE: If no extension/special consideration form has been received by the due date, and the evidence/homework is integral to the unit, the participant will be assessed as Not Yet Competent.

The participant will be notified by their assessor if extension has been granted.

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Special Consideration

UnitingCare ReGen offers the opportunity to participants for special consideration of units of competency within the context of extenuating circumstances.

A participant whose work during the time of study or whose performance or assessment has been affected by illness or other serious cause may apply for Extension/Special Consideration form. Written applications must be lodged with UnitingCare ReGen Education and training Service immediately following the occurrence or no later than 2 working days after the day of the assessment deadline.

Assessment Feedback

You will be provided with verbal feedback as you progress through the course.

At the end of the course your assessor will look at all the assessment tasks in your evidence portfolio and provide you feedback. This feedback will tell you if you have provided sufficient information to demonstrate competency.

If at this stage there is insufficient evidence to warrant a result of competency achieved (CA) you will be given the opportunity to resubmit work or given an additional assessment task.

Resubmitted Work/Additional Assessment Task

If any submitted assessment task is assessed as not meeting the criteria for competency the participant will be:

- Provided with feedback from the educator/trainer/assessor
- Given ONE opportunity to provide additional evidence or resubmit work or given an additional assessment task.
- The assessor will add this new information to your evidence portfolio before making a final assessment and issuing a Record of Assessment.
- If after the resubmission the assessable task(s) does not demonstrate competency, a final result of "Not Yet Competent" will be recorded for that assessment task.

Issuing Statements of Attainment and Qualifications

Upon satisfactory completion of course requirements and assessments, participants will be issued with a Statement of Attainment/Certificates.

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Statement of Attainment is defined as follows:

“A statement of attainment recognises that one or more accredited units has been achieved.” AQF Framework, 2013

Contact Details

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Training and Assessment Plan for HLTAID003 Provide First Aid

Element	Performance Criteria	Topic	Summative Assessment
1. Respond to an emergency situation	1.1 Recognise an emergency situation	Introduction to First Aid Legal & Social Issues in First Aid Work Health and Safety Infection control	AT2a AT 2b AT3 - Exam AT4 – Scenario AT5 - Scenario
	1.2 Identify, assess and manage immediate hazards to health and safety of self and others	Introduction to First Aid Legal & Social Issues in First Aid Work Health and Safety Hygiene & Infection control	AT 1 – workbook AT2a AT 2b AT3 - EXAM AT4 – Scenario AT5 - Scenario
	1.3 Assess the casualty and recognise the need for first aid response	Introduction to First Aid Legal & Social Issues in First Aid Treating the casualty	AT 1 – workbook AT2a AT 2b AT3 - EXAM AT4 – Scenario AT5 – Scenario

Element	Performance Criteria	Topic	Summative Assessment
	1.4 Assess the situation and seek assistance from emergency response services	Intro to first aid Basic life support	AT 1 – workbook AT2a; AT 2b AT3 - EXAM AT4 – Scenario AT5 - Scenario
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines	Treating the casualty Basic Life Support	AT 2a; AT2b; AT 2c – CPR&AED AT3 - EXAM
	2.2 Provide first aid in accordance with established first aid principles	Treating the casualty Basic Life Support	AT1 - Workbook AT 2a; AT2b; AT 2c – CPR&AED AT3 - EXAM AT4 – Scenario AT5 – Scenario AT6 - First aid procedures

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Element	Performance Criteria	Topic	Summative Assessment
	2.3 Display respectful behaviour towards casualty	Treating the casualty	AT1- Workbook AT 2a; AT2b; AT 2c – CPR&AED AT4 – Scenario AT5 – Scenario AT6 - First aid procedures
	2.4 Obtain consent from casualty where possible	Legal and social issues in First Aid Basic Life Support Trauma Medical Emergencies	AT 2a; AT2b; AT3 EXAM AT4 – Scenario AT5 – Scenario AT6 - First aid procedures
	2.5 Use available resources and equipment to make the casualty as comfortable as possible	Treating the Casualty	AT1 – Workbook AT3- exam AT4 – Scenario AT5 – Scenario AT6 – First aid procedures

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Element	Performance Criteria	Topic	Summative Assessment
	2.6 Operate first aid equipment according to manufacturer's instructions	Introduction to First Aid Work Health and Safety Infection control Treating the casualty Basic Life Support Managing Trauma Medical Emergencies	AT1 AT 2a; AT2b; AT 2c – CPR&AED AT3 AT4 – Scenario AT5 – Scenario AT6– First aid procedures demonstration
	2.7 Monitor the casualty's condition and respond in accordance with first aid principles	Emergency First Aid – Basic Life Support Treating the casualty	AT 2a; AT2b; AT 2c – CPR&AED AT4 – Scenario AT5 – Scenario
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services	Legal & Social Issues in First Aid Emergency First Aid – Basic Life Support Treating the casualty	AT 2a; AT2b; AT4 – Scenario AT5 - Scenario

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Element	Performance Criteria	Topic	Summative Assessment
	3.2 Report details of incident to workplace supervisor as appropriate	Legal & Social Issues in First Aid Emergency First Aid – Basic Life Support Treating the casualty	AT1 – Workbook AT2b; AT4 – Scenario AT5 - Scenario
	3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies	Introduction to First Aid Legal & Social Issues in First Aid Treating the Victim (casualty) Basic Life Support	AT 1 Wokbook AT3 exam
4. Evaluate the incident and own performance	4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents	Introduction to First Aid Legal & Social Issues in First Aid	AT3 exam AT4 – Scenario AT5 - Scenario

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Element	Performance Criteria	Topic	Summative Assessment
		Treating the Victim (casualty)	
	4.2 Participate in debriefing to address individual needs	Introduction to First Aid Legal & Social Issues in First Aid Treating the Victim (casualty)	AT3 - exam AT4 – Scenario AT5 - Scenario

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HLTAID003 Provide First Aid (incorporating HLTAID001 Provide CPR)

Mapping of Assessment Tasks for HLTAID001 Provide Cardiopulmonary Resuscitation when Co- Delivered within HLTAID003 – Provide First Aid

Element	Performance Criteria	AT1	AT2a	AT2b	AT2c	AT3	AT4	AT5	AT6
1. Respond to an emergency situation	1.1 Recognise an emergency situation		√		√		√		
	1.2 Identify, assess and minimise immediate hazards to health and safety of self and others		√		√	√	√		
	1.3 Assess the casualty and recognise the need for CPR		√	√	√	√	√		
	1.4 Seek assistance from emergency response services		√	√	√	√	√		
2. Perform CPR Procedures	2.1 Perform CPR		√	√	√	√			
	2.2 Display respectful behaviour towards casualty		√	√	√	√	√		
	2.3 Operate automated external defibrillator (AED) according to manufacturer's instructions				√	√			
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services	√	√	√	√	√	√	√	

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	3.2 Report details of incident to workplace supervisor as appropriate	√			√	√	√		
	3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies	√				√			

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