

# OCCUPATIONAL FIRST AID

## Theory Assessment Workbook

to be used with ADVANCED FIRST AID SKILLS by John Haines



## ASSESSOR COPY



# INSTRUCTIONS

## Getting started ...

Your learning material is contained in *Advanced First Aid Skills* by John Haines.

### Step 1

Please do NOT write in this question book – use the answer sheet to record your answers.

### Step 2

Check the date printed on the answer sheet. You MUST return the completed answer sheet and question book to your provider before this date.

### Step 3

Complete your personal details on the answer sheet. Please write clearly and legibly.

### Step 4

Study carefully the information in your first aid manual, *Advanced First Aid Skills* by John Haines, using the references shown on the content page. (See over)

### Step 5

Complete EVERY question, marking your answers on the answer sheet. Circle the relevant answer(s) or write the answer in the space given.

If you make an error, put an X through the answer  
and circle the correct answer.

### Step 6

When all questions have been answered, return the question book and answer sheet to the address shown on the answer sheet.

## Assessment

Your answers will be assessed and you will be notified of your results and any additional learning requirements. Practical skill assessment will be undertaken throughout the practical component of the course. You must pass each section to achieve overall competency.

## No shortcuts!

It is strongly advised that you read and study ALL of the course materials – all the recommended pages from *Advanced First Aid Skills* – and not take shortcuts.

By taking shortcuts, you risk placing yourself in a difficult position when attempting your practical competencies.

## Attending Your Practical First Aid Training Sessions

This question book and answer sheet must be completed and returned to your provider by the date shown on your answer sheet or you will NOT be permitted to attend your practical training.

# CONTENTS

Before attempting to answer the questions,  
study the following topics from *Advanced First Aid Skills*  
using the Contents and Index pages to find relevant information.

## TOPICS

Principles of First Aid and Emergency Priorities

Legal Issues and Medications

Airway Management, CPR and Defibrillation

Oxygen Use and Advanced Resuscitation

General Medical Conditions

Asthma and Anaphylaxis

Infection Control and Wound Care

Bleeding and Shock

Crush, Soft Tissue Injuries and Fractures

Head, Neck and Spinal Injuries

Burns

Extremes of Temperature

Venomous Bites and Stings

Substance Misuse and Poisons

Vital Signs / Handover

Workplace Emergencies

Reporting and Debriefing

Planning and First Aid Resources

# Principles of First Aid and Emergency Priorities

- Question 1 What are the assessment principles of first aid?
- (a) History, signs and diagnosis
  - (b) **History, signs and symptoms**
  - (c) Signs, symptoms and diagnosis
- Question 2 What are the key benefits of reassuring a conscious patient?
- (a) To make them feel good and keep them quiet
  - (b) **To decrease anxiety and heart rate, slow any blood loss and slow shock**
  - (c) To give you time to think about correct first aid treatment
- Question 3 You have come across an accident in your workplace. When should the principles of DRS ABCD begin?
- (a) After consulting with your Manager
  - (b) After calling for help
  - (c) **Immediately**
  - (d) When the ambulance arrives
- Question 4 The steps in the Chain of Survival give a person in cardiac arrest the best chance of survival. Which of the following shows the first four steps in the correct order?
- (a) Early CPR, early Call for Help (000), early Recognition, early Defibrillation.
  - (b) Early Recognition, early Defibrillation, early CPR, early Call for Help (000).
  - (c) **Early Recognition, early Call for Help (000), early CPR, early Defibrillation.**
- Question 5 When calling for emergency help in Australia, what number should you call?
- (a) 911
  - (b) **000**
  - (c) 111
  - (d) 999
- Question 6 Following a workplace accident, you arrive to find a colleague lying on the ground. You should immediately...
- (a) check for a response from the casualty.
  - (b) phone the site foreman and an ambulance.
  - (c) **assess the situation for danger.**
  - (d) assess the casualty for injuries.
- Question 7 What are some of the things you should note when contacting emergency services via triple zero? (Choose all that apply.)
- (a) **Ask for the service you require: ambulance/fire/police.**
  - (b) Immediately end the call if the casualty's condition gets worse.
  - (c) **Answer all the operator's questions as best as you can.**
  - (d) You can call triple zero at any time to practise the process.

- Question 8 How should a First Aider behave towards a casualty? (Choose all that apply.)
- (a) **Regardless of the casualty's background, show respect.**
  - (b) **Avoid unnecessary personal contact with the casualty.**
  - (c) Rely only on First Aider observations and ignore what the casualty says.
  - (d) **Try to maintain the casualty's dignity.**
  - (e) **Provide reassurance, speaking in a clear and calm manner.**
- Question 9 What are some possible hazards that may be encountered when dealing with a workplace first aid emergency?
- (a) confined space with dangerous atmosphere (inadequate oxygen/toxic gas)
  - (b) hazardous chemicals
  - (c) electrically energised objects, surfaces or ground
  - (d) dangerous location of incident (for example, at heights)
  - (e) **all of the above**
- Question 10 When approaching a first aid incident, after checking for dangers, how do you check for a response from the casualty?
- (a) shake the casualty
  - (b) shout in the casualty's ear
  - (c) **talk and touch, eg squeeze hand**
  - (d) all of the above
- Question 11 A team member has come to you feeling unwell. In order to properly gain an accurate history you should ask a number of questions. Which of these questions will help to assess their condition? (Choose all that apply.)
- (a) **What have you just been doing?**
  - (b) **Do you have any allergies?**
  - (c) **Where is the pain, what does it feel like?**
  - (d) **Are you on any medications?**
  - (e) **When did you last eat and drink?**
- Question 12 After providing emergency first aid assistance, what communications should take place? (Choose all that apply.)
- (a) **Accurately describe the incident to paramedics.**
  - (b) **Report the incident to the relevant workplace manager.**
  - (c) Tell all staff the personal details of the casualty and what happened.
  - (d) **Report serious incidents to your state or territory workplace safety authority.**
  - (e) Send a text to friends and family, noting all incident details.

- Question 13 In your workplace you care for elderly people. When providing first aid, you will need to consider... (Choose all that apply.)
- (a) That they may have difficulty moving
  - (b) They may have difficulty hearing you
  - (c) You may need to provide extra support when moving them or changing their position
- Question 14 When providing first aid treatment to a child (having gained the consent of a parent or guardian) you should... (Choose all that apply.)
- (a) position yourself down at their level, to increase eye contact and build trust;
  - (b) speak softly, providing gently reassurance;
  - (c) consider providing a distraction if needed;
  - (d) consider offering to have a friend sit with them if it's not a serious injury that might be distressing for the friend.
- Question 15 When treating a child, some possible distraction techniques could include... (Choose all that apply.)
- (a) asking them to hold onto a bandage;
  - (b) talking about a pet they have at home;
  - (c) talking about their favourite activity;
  - (d) telling them just to ignore the illness or injury.

# Legal Issues and Medications

- Question 16 While walking down the street you come across a badly injured man. As a trained First Aider, are you legally obliged to treat him?  
(a) Yes (b) No
- Question 17 In a workplace, you should always make notes and fill out an incident report on any first aid event attended, no matter how minor.  
(a) True (b) False
- Question 18 Confidentiality in first aid means...  
(a) you have confidence in the way that other people do their first aid.  
(b) the details of an incident are only given to those people who need to know.  
(c) the details of an incident are only given to those people who ask about it.  
(d) you tell no-one as it would be a breach of confidentiality
- Question 19 First Aiders have a legal obligation (duty of care) to render assistance in an emergency when... (Choose all that apply.)  
(a) they encounter any public incident.  
(b) they have voluntarily commenced treatment.  
(c) they are employed to provide First Aid in their workplace.  
(d) there are dangers present and the scene is unsafe.
- Question 20 You are the designated first aider in your workplace. A colleague who seems to get sick a lot comes to you again complaining that his chest hurts. You think he looks fine and tell him to get back to work. Are your actions a breach in Duty of Care?  
(a) Yes (b) No
- Question 21 Which of the following circumstances could lead to a charge of negligence?  
(a) The first aider broke the casualty's ribs during CPR.  
(b) The first aider owed a duty of care but refused to provide first aid assistance.  
(c) The first aider was unsure what to do, so called 000.
- Question 22 In an emergency, a First Aider may perform procedures they are not trained to do in order to save a life. (eg cut a hole in the base of the neck to assist breathing)  
(a) True (b) False
- Question 23 If a casualty is unconscious, the legal requirement to obtain consent before starting treatment is...  
(a) still required, so you must wait until they regain consciousness.  
(b) never required, as they are not able to give consent.  
(c) waived if there are conditions that imperil their life or future health.
- Question 24 You are asked to treat a 12-year-old casualty. As the casualty is under 18 years of age, are you able to commence first aid treatment without gaining consent of a parent or guardian if they are not available?  
(a) Yes (b) No
- Question 25 Under workplace safety legislation, employers have a duty to provide adequate first aid facilities for the welfare of their employees.  
(a) True (b) False



- Question 26 Which of the following statements about First Aid Codes of Practice are true? (Choose all that apply.)
- (a) They help employers, HSRs and other employees meet their duty of care obligations under workplace safety legislation.
  - (b) They cover workplace requirements for First Aid provision, including kits and the recommended number of trained First Aiders.
  - (c) They are the same for every state and territory in Australia.
  - (d) They specify the frequency of refresher training for First Aiders.
- Question 27 At most workplaces, what policies and procedures relevant to First Aid may be in place? (Choose all that apply.)
- (a) To undertake a risk assessment and determine their First Aid provision requirements.
  - (b) Policy to review First Aid provision following any serious First Aid incident.
  - (c) Procedure for checking First Aid kits and equipment and replenishing or replacing items as required.
  - (d) Reporting requirements, including that all First Aid incidents must be reported to the state WHS authority.
- Question 28 A low risk workplace First Aid kit includes analgesic medications such as paracetamol and aspirin, in case these are needed.
- (a) True
  - (b) False
- Question 29 All First Aiders trained in CPR are legally allowed to administer oxygen.
- (a) True
  - (b) False
- Question 30 Any person specifically trained in Administration of Medications may assist workplace colleagues with their (S3 or S4) prescribed and dispensed medications.
- (a) True
  - (b) False
- Question 31 A colleague has come to you and asked for some paracetamol as they can feel a headache coming on. They assure you that they won't take the tablets until the headache gets worse. Are you allowed to give out tablets such as paracetamol to colleagues, for later use?
- (a) Yes
  - (b) No
- Question 32 What are the permitted routes for administration of medication by an Occupational First Aider?
- (a) oral, local (ointments), eyedrops, sublingual (under the tongue), inhalation
  - (b) oral, local (ointments), eyedrops, intravenous
  - (c) subcutaneous injection, oral, local (ointments), eyedrops
- Question 33 First Aiders who are trained in medication administration need to conduct a number of checks to minimise risks. What are the five checks that must be made when administering medications?
- (a) Right Patient, Right Drug, Right Temperature, Right Method, Right Mode.
  - (b) Right Drug, Right Storage, Right Temperature, Right Dose, Right Documents.
  - (c) Right Patient, Right Drug, Right Dose, Right Time, Right Method.
  - (d) Right Drug, Right Dose, Right Time, Right Method, Right Permissions.

# Airway Management, CPR and Defibrillation

- Question 34 You come across an unconscious colleague.  
How should you check if they are breathing normally?
- (a) you assess this by putting your hand over their mouth and feel for air
  - (b) you look into their mouth, and feel their chest
  - (c) **you look for chest movement, listen for breath and feel for movement of chest**
- Question 35 What is the normal breathing rate per minute for an adult?
- (a) 10-12 breaths/min
  - (b) 25-30 breaths/min
  - (c) **12-20 breaths/min**
  - (d) 50-60 breaths/min
- Question 36 To open the airway of an adult or older child you must...
- (a) gently tilt head backwards
  - (b) support the jaw
  - (c) open mouth slightly
  - (d) **all of the above**
- Question 37 For infants or small children, you keep their head in a neutral/horizontal position when opening their airway.
- (a) **True** (b) False
- Question 38 What are some signs and symptoms of a severe/complete airway obstruction?  
(Choose all that apply.)
- (a) difficult and noisy breathing, but still able to cough
  - (b) **unable to breathe, speak or cough**
  - (c) **may grip their throat**
  - (d) **cyanosis (bluish skin colour around lips)**
- Question 39 A work colleague chokes on a piece of biscuit. He is coughing and looking distressed. You should ...
- (a) hit him in the middle of the back with the flat of your hand.
  - (b) **offer reassurance and encourage him to keep coughing.**
  - (c) place him in the recovery position to clear his airway.
  - (d) give him a glass of water to wash it down.
- Question 40 While eating in the staff lunch room a colleague suddenly grips their throat and is unable to breathe. First, you should immediately ...
- (a) **arrange for an ambulance to be called and give up to 5 back slaps**
  - (b) place them in the lateral position to clear their airway
  - (c) encourage them to cough
  - (d) give them a glass of water to wash it down.
- Question 41 If an unconscious person remains on their back, what is the most likely cause of an airway obstruction?
- (a) epiglottis
  - (b) larynx
  - (c) **tongue**
  - (d) soft palate

- Question 42 When should a person be placed into a recovery position? (Choose all that apply.)
- (a) when unresponsive but breathing normally
  - (b) when performing CPR
  - (c) when clearing the airway
- Question 43 Using a suction device can greatly improve airway management.
- (a) True
  - (b) False
- Question 44 When should you *not* use suctioning? (Choose all that apply.)
- (a) When there is facial injury, loose teeth or skull fracture
  - (b) When there is severe bleeding
  - (c) When the person has a blocked nose or nosebleed
  - (d) When the person is deeply unconscious
  - (e) When the person has a severe gag reflex
- Question 45 Before suctioning the airway of an unconscious casualty, they should be placed ...
- (a) in a recovery position
  - (b) on their backs
  - (c) on their stomachs
  - (d) left in whatever position they have fallen into
- Question 46 Suction should be applied for no more than...
- (a) 5 seconds at a time
  - (b) 15 seconds at a time
  - (c) 30 seconds at a time
- Question 47 If suctioning is not effective, you should check...
- (a) your technique, that the hole on catheter is covered (if oxygen powered suction device)
  - (b) that the collection jar is firmly screwed on (if hand-held suction device)
  - (c) if catheter is blocked, and if so, replace or clear by suctioning a glass of water
- Question 48 Oropharyngeal Airway (OPA) benefits an unconscious, non-breathing casualty by...
- (a) Keeping vomit from re-entering the mouth
  - (b) Keeping their false teeth in place
  - (c) Keeping their tongue from obstructing their airway
- Question 49 What must be done prior to inserting an oropharyngeal airway adjunct?
- (a) Measure the oropharyngeal airway adjunct from the casualty's jaw line to the corner of their mouth
  - (b) Measure the oropharyngeal airway adjunct from one side of the casualty's mouth to the other side of their mouth
- Question 50 It doesn't really matter what size OPA that you use, as long as it is placed into the mouth correctly.
- (a) True
  - (b) False
- Question 51 When should you not use an OPA? (Choose all that apply.)
- (a) When someone is semi-conscious
  - (b) When they still have the gag reflex
  - (c) When the person is able to swallow and breathe on their own
  - (d) When the person is deeply unconscious

- Question 52 Where should the rescuer place their hands for CPR compressions?
- (a) upper half of the breastbone (sternum)
  - (b) **lower half of the breastbone (sternum)**
  - (c) immediately below the breastbone (sternum)
- Question 53 You should begin CPR when someone is...
- (a) complaining of chest pain.
  - (b) breathing but has no pulse.
  - (c) **unconscious and not breathing normally.**
  - (d) conscious but not breathing normally.
- Question 54 When performing CPR what is the ratio of compressions to breaths?
- (a) 15 : 2
  - (b) **30 : 2**
  - (c) 10 : 2
- Question 55 The rate of CPR compressions per minute should be...
- (a) 70 to 90
  - (b) 80 to 100
  - (c) **100 to 120**
- Question 56 Which of the following statements on infection control in CPR are correct? (Choose all that apply.)
- (a) **A hygiene barrier shield or mask provides better protection than direct mouth-to-mouth contact.**
  - (b) You should always wait until a hygiene barrier device is available before starting CPR.
  - (c) **The risk of disease transmission during CPR is very low.**
- Question 57 Which of the following statements on CPR methods are correct? (Choose all that apply.)
- (a) **To provide compressions for infants, use the two-finger technique.**
  - (b) **Use only one hand for chest compressions on small children.**
  - (c) Do not allow complete recoil of the sternum back to its starting position.
  - (d) **For infant rescue breaths, cover their nose and mouth with your mouth and provide a gentle puff.**
- Question 58 You have started CPR and you notice that the casualty is regurgitating (vomiting) food from their mouth. You must ...
- (a) continue CPR; the food won't harm them
  - (b) **roll them onto their side and clear their airway**
  - (c) roll them onto their side and press on their stomach to get the food out
- Question 59 A rescuer should continue CPR until... (Choose all that apply.)
- (a) **the casualty recovers and normal breathing returns.**
  - (b) six minutes of CPR has been completed.
  - (c) **a healthcare professional is ready to take over CPR.**
  - (d) **a healthcare professional directs that CPR be ceased.**
  - (e) **physical exhaustion makes it impossible to continue.**

- Question 60 An Automated External Defibrillator (AED) should be turned on and connected to an unconscious, non-breathing casualty ...
- (a) as soon as the paramedic tells you that it is ok to use it
  - (b) as soon as the paramedic arrives
  - (c) as soon as they get to hospital
  - (d) **as soon as possible**
- Question 61 An AED is used to ...
- (a) check the blood oxygen levels, so oxygen therapy can be applied if needed.
  - (b) **stop an irregular beating heart, so it can restart in a healthy rhythm**
  - (c) check the pulse and blood pressure
  - (d) check for a normal heartbeat and improve it.
- Question 62 For the AED to work effectively, the pads should be placed... (Choose all that apply.)
- (a) anywhere on the person's body.
  - (b) **in accordance with the manufacturer's instructions.**
  - (c) **on the skin of the bare chest and as shown on the pad pictures.**
  - (d) on the chest over thin clothing.
- Question 63 Safety aspects of operating an AED include... (Choose all that apply.)
- (a) **ensuring the chest is dry.**
  - (b) **ensuring no one is touching the casualty when the shock button is pressed.**
  - (c) **not allowing the pads (electrodes) to touch when the AED is turned on.**
  - (d) ensuring training or demonstration uses a real operational AED on a person.
- Question 64 Which of the following are essential to proper storage and maintenance of an AED? (Choose all that apply.)
- (a) Keep the AED locked in the manager's office to avoid theft.
  - (b) **Keep the AED in a dry, accessible and clearly visible location.**
  - (c) **Have the battery replaced before its expiry date.**
  - (d) **Replace pads before their expiry date or if the seal on the packaging has been broken.**
- Question 65 All currently available AEDs perform regular self-checks, and if a problem is detected it will be indicated by a light or an alert sound.
- (a) **True** (b) False

- Question 66 You have just rescued a person from a body of water.  
What are some signs and symptoms for a suspected drowning?
- (a) **absent, rapid or laboured breathing**
  - (b) **absent or decreased level of consciousness**
  - (c) hives or welts (rash) on the chest
- Question 67 A casualty of drowning should be assessed on their back with their head and body at the same level to reduce the risk of vomiting or regurgitation.
- (a) **True** (b) False
- Question 68 When assessing a casualty of drowning, you notice they have water coming out of their mouth. To promptly clear their airway of fluid, you need to...
- (a) lay the person on their chest
  - (b) lay the person on their back
  - (c) **place them into the recovery position**
  - (d) immediately defibrillate the person
- Question 69 If fluid accumulates in the upper airway while performing resuscitation on a casualty of drowning, you should immediately stop CPR and clear it.
- (a) True (b) **False**
- Question 70 After a successful resuscitation from drowning, you should...  
(Choose all that apply.)
- (a) apply pressure to the casualty's stomach to get rid of excess water.
  - (b) **monitor the casualty's condition until the ambulance arrives.**
  - (c) **beware of possible vomiting by the casualty.**
  - (d) **ensure the casualty is taken to hospital for medical observation.**

# Oxygen Use and Advanced Resuscitation

- Question 71 Oxygen saturation levels must be measured using ...
- (a) the colour of the skin as a sign of improvement
  - (b) **a pulse oximeter**
  - (c) the casualty's conscious state as an indicator
- Question 72 What are the main benefits of administering oxygen therapy to a casualty? (Choose all that apply.)
- (a) **It reduces respiratory rate**
  - (b) **It increases blood oxygen levels in the body**
  - (c) **It eases respiratory effort**
  - (d) It will cure the casualty
- Question 73 High-flow supplemental oxygen is safe to use and beneficial for all casualties.
- (a) True
  - (b) **False**
- Question 74 A colleague has suffered multiple injuries and is in considerable pain. The pulse oximeter is showing he has low blood oxygen levels. You now need to... (Choose all that apply.)
- (a) **reassure your colleague and obtain consent to provide oxygen therapy**
  - (b) **explain what you are doing and what to expect (cold feeling to nose/throat)**
  - (c) **contact emergency services**
  - (d) **closely monitor his vital signs and record them every 10 minutes**
- Question 75 You have started CPR on a casualty and are using a bag-valve resuscitator. What precautions need to be taken into consideration? (Choose all that apply.)
- (a) **That there is adequate head tilt**
  - (b) **That you don't over ventilate**
  - (c) **Ensure adequate mask seal on the casualty's face**
  - (d) **Ensure oxygen tubing is correctly connected**
- Question 76 Which of the following statements about use of high-flow oxygen are true? (Choose all that apply.)
- (a) **supplemental oxygen may be beneficial for people who are hypoxic**
  - (b) **no evidence of benefit exists for people who have normal blood oxygen levels**
  - (c) **in heart attack (myocardial infarction), use of supplemental oxygen may reduce blood flow to the heart**
  - (d) **in stroke, use of supplemental oxygen may reduce blood flow to the brain.**
- Question 77 Which of the following items of oxygen equipment are suitable for oxygen therapy? (Choose all that apply.)
- (a) **nasal cannula**
  - (b) **Hudson mask**
  - (c) **bag-valve-mask**
- Question 78 Which of the following items of oxygen equipment should be used for oxygen resuscitation?
- (a) nasal cannula
  - (b) Hudson mask
  - (c) **bag-valve-mask**

- Question 79 When administering oxygen for resuscitation with a soft bag-mask and reservoir, what should the flow meter be set to?  
(a) 10-15 litres/min (b) 5-8 litres/min (c) 16-20 litres/min
- Question 80 What colour are medical oxygen cylinders?  
(a) white body (b) black body (c) red body
- Question 81 Maintenance of the oxygen equipment should include... (Choose all that apply.)  
(a) regularly checking for faults, signs of damage to parts and replacing  
(b) cleaning equipment after each use  
(c) replacing cylinders if less than half full
- Question 82 What are some of the standard safety precautions for oxygen equipment? (Choose all that apply.)  
(a) Never store full and empty cylinders together.  
(b) The safety pressure test date stamped on the cylinder must not exceed 15 years.  
(c) The safety pressure test date stamped on the cylinder must not exceed 10 years.  
(d) Always ensure ends of full cylinders are covered with clear plastic covers.  
(e) Never smoke near oxygen equipment and ensure the area is free of heat, sparks or sources of combustion.
- Question 83 An emergency incident can arise at any moment. How can you ensure that your oxygen equipment is ready to go and use at any given moment? (Choose all that apply.)  
(a) After each use, check oxygen cylinder contents and replace if less than half full  
(b) Place the cylinders on a chair near your desk for easy access  
(c) Quickly replace equipment such as masks and OPAs after use  
(d) Ensure all oxygen tubing is connected to the resuscitator
- Question 84 It is essential that all oxygen equipment is cleaned according to safe infection control principles and following manufacturer's instructions.  
(a) True (b) False
- Question 85 If you hear oxygen leaking when you are using the equipment, you should ... (Choose all that apply.)  
(a) turn off the cylinder and check that the pin-index is lined up correctly  
(b) check that the 'O' Ring is in place  
(c) check all tubing connections  
(d) check that you have a good seal around the mouth and nose  
(e) stop all CPR till the problem is rectified
- Question 86 The safest way to identify faults and minimise problems with the oxygen equipment is to conduct annual checks of the equipment.  
(a) True (b) False



# General Medical Conditions

- Question 87 What are the two most important indications of a heart attack? (choose two)
- (a) fatigue
  - (b) pain
  - (c) nausea
  - (d) sweating
- Question 88 You are called to assist a colleague who suddenly experiences pain in their chest, spreading down both arms and difficulty breathing. They look very pale and sweaty. Which of the following would you do?
- (a) Get them to place their head between their knees.
  - (b) Rest, reassure, call 000 and monitor their condition.
  - (c) Monitor them and see if the problem gets better after 20 minutes.
- Question 89 If a person with a history of angina is still suffering chest pain after they have taken their normal maximum dosage of their medication, what should you do?
- (a) Rest the person and give the medication more time to work.
  - (b) Give them more medication and monitor their condition.
  - (c) Rest the person, call 000 and monitor airway and breathing.
  - (d) Phone their local doctor.
- Question 90 You can recognise a stroke by using the F.A.S.T. system. This stands for...
- (a) Facial weakness, Arm weakness, Speech difficulty, Temperature elevated
  - (b) Facial weakness, Arm weakness, Speech difficulty, Time to act fast
  - (c) Frequent headaches, Arm weakness, Sight impaired, Temperature elevated
  - (d) Frequent headaches, Airway difficulties, Speech difficulties, Time to act fast
- Question 91 A person is found confused and partly paralysed, with one side of their face drooping. What would your first aid management be?
- (a) Support them in a half-sitting position, offer reassurance and call 000.
  - (b) Sit the person down, offer them paracetamol and call 000.
  - (c) Rest the person on their back, give aspirin and call 000.
  - (d) Give them a sugary drink or lolly and call 000 if there is no improvement.
- Question 92 At the office, a colleague falls over. They lose consciousness, their body stiffens and limbs jerk. This lasts for three minutes. These signs and symptoms indicate the colleague has suffered...
- (a) heart attack
  - (b) stroke
  - (c) seizure
  - (d) hypoglycaemia
- Question 93 Signs and symptoms relevant to low blood sugar (hypoglycaemia) include... (Choose all that apply.)
- (a) cold, pale, sweaty skin
  - (b) rapid pulse rate
  - (c) hot, dry skin
  - (d) confusion and possible aggression
  - (e) deteriorating level of consciousness

- Question 94 The best ways to help a child who is having a seizure is to...  
(Choose all that apply.)
- (a) try to restrain the child to stop the seizure.
  - (b) place a ruler or wooden spoon in their mouth so they don't bite their tongue.
  - (c) remove any nearby objects that may cause an injury to the child.
  - (d) when able, lay them on their side to protect their airway.
  - (e) if caused by fever, ensure minimal clothing to keep them cool.
- Question 95 A colleague has been doing manual labour all day. He is known to have diabetes. You find him sitting on the ground looking confused and talking to himself. You need to...
- (a) give a sugary drink or lolly, monitor and seek medical advice if he doesn't improve.
  - (b) place him lying down on his back and call an ambulance.
  - (c) place him into a recovery position, follow the BLS flow chart and call an ambulance.
- Question 96 What is the first aid management for any person suffering from a diabetic episode and is unconscious but breathing?
- (a) Give a sugar drink or sweet food and call an ambulance
  - (b) Place into recovery position, follow BLS flow chart and call an ambulance
  - (c) Place into recovery position and call an ambulance
- Question 97 Some ways you could determine that a childbirth delivery is imminent include...  
(Choose all that apply.)
- (a) the woman has had a baby before and tells you the baby is coming
  - (b) the woman says she has cravings for unusual foods
  - (c) the woman says she has an uncontrollable desire to push
  - (d) the woman's waters have broken
- Question 98 Immediately following a childbirth you should quickly assess the baby (skin colour, cry and movement) and check the mother is not bleeding excessively.
- (a) True (b) False
- Question 99 You can pull on the cord to assist with delivery of the afterbirth.
- (a) True (b) False

# Asthma and Anaphylaxis

- Question 100 Which of the following are signs and symptoms of mild-moderate asthma?  
(Choose all that apply.)
- (a) wet or dry cough, wheeze
  - (b) shortness of breath, chest tightness
  - (c) signs of going into shock: pale, sweaty skin
  - (d) starting to have difficulty in speaking
- Question 101 Signs and symptoms of a severe/life-threatening asthma episode include...  
(Choose all that apply.)
- (a) noisy breathing with a loud wheeze
  - (b) gasping for breath (may have no wheeze)
  - (c) difficulty speaking
  - (d) signs of going into shock: pale, sweaty skin
- Question 102 What colour is the reliever medication inhaler used in asthma emergencies?
- (a) orange
  - (b) blue/grey
  - (c) purple
  - (d) green
- Question 103 According to guidelines from asthma peak bodies, the First Aid Emergency Asthma protocol using reliever medication (and a spacer if available) is...
- (a) 2 puffs with 2 breaths per puff, then wait 2 mins (repeat if no improvement)
  - (b) 4 puffs with 2 breaths per puff, then wait 4 mins (repeat if no improvement)
  - (c) 4 puffs with 4 breaths per puff, then wait 4 mins (repeat if no improvement)
  - (d) 4 puffs with 8 breaths per puff, then wait 6 mins (repeat if no improvement)
- Question 104 A person has suffered a severe asthma episode and is not responding to their medication. You should ...
- (a) continue administering their reliever medication, call or send for medical assistance.
  - (b) stop administering medication but call or send for medical assistance.
  - (c) call ambulance and begin CPR.
  - (d) continue to monitor the person, but stop administering reliever medication.
- Question 105 Signs and symptoms of a mild to moderate allergic reaction include...  
(Choose all that apply.)
- (a) swelling of tongue
  - (b) hives or welts (rash)
  - (c) swelling of lips, face, around the eyes
  - (d) difficulty breathing/speaking
- Question 106 The appropriate response for a mild to moderate allergic reaction includes...  
(Choose all that apply.)
- (a) stay calm and do nothing, as it is only a mild/moderate reaction
  - (b) for insect allergy, flick out sting if visible or freeze off tick
  - (c) monitor the person for any signs or symptoms of anaphylaxis
  - (d) phone family/emergency contact

Question 107 Anaphylaxis is...

- (a) a type of food intolerance
- (b) a moderate reaction to an allergy trigger
- (c) **a life-threatening severe allergic reaction**

Question 108 Signs and symptoms of anaphylaxis include... (Choose all that apply.)

- (a) swelling of the lips
- (b) **swelling of the tongue**
- (c) hives or welts
- (d) **abdominal pain or vomiting if insect allergy**
- (e) **wheeze, cough, difficulty breathing/talking**
- (f) **dizziness or collapse**

Question 109 The most common triggers for anaphylaxis are...

- (a) excessive physical exercise and hot weather.
- (b) **insect stings, medications, proteins in certain foods and latex**
- (c) smoke, fumes, dust and pollens.
- (d) lactose intolerance and non-coeliac gluten sensitivity.

Question 110 After checking for dangers, what is the ASCIA order of priorities for someone showing signs of anaphylaxis?

- (a) **Lay the person flat, administer adrenaline, call 000**
- (b) Sit the person down, call 000 and wait for instructions to continue.
- (c) Keep the person standing, call 000, then administer adrenaline.

Question 111 For an anaphylactic reaction, positioning of the casualty is critical. Which of the following statements about casualty position are true? (Choose all that apply.)

- (a) **The best position is to lay the person flat.**
- (b) Small children should be held upright.
- (c) **If pregnant, lay the woman on her left side in a recovery position.**
- (d) **Allow a person to sit, only if they have breathing difficulty, and monitor closely.**
- (e) If they are unconscious, lay the person flat on their back.

Question 112 Where is the best place to inject the casualty with the adrenaline (epinephrine) auto-injector?

- (a) forearm
- (b) abdomen
- (c) calf muscle
- (d) **outer thigh**

Question 113 The steps involved in administering an Anapen® adrenaline autoinjector are...  
(Choose all that apply.)

- (a) remove the black needle shield,
- (b) remove the grey safety cap from the red button,
- (c) shake the device for 10 seconds
- (d) place needle end firmly against the outer mid-thigh at 90° angle,
- (e) press the red button so it clicks and hold in place for 10 seconds,
- (f) slowly remove Anapen®, replace the black needle shield and note the time adrenaline was administered.

Question 114 The steps involved in administering an EpiPen® adrenaline autoinjector are...  
(Choose all that apply.)

- (a) pull off the blue safety release
- (b) shake the device for 10 seconds
- (c) place orange end against the outer mid-thigh
- (d) push down hard until a click is heard and hold in place for 3 seconds
- (e) gently remove EpiPen® and note the time adrenaline was administered

Question 115 If uncertain whether it is anaphylaxis or asthma, you should...

- (a) give asthma reliever medication FIRST, then the adrenaline autoinjector.
- (b) give the adrenaline autoinjector FIRST, then the asthma reliever medication.

# Infection Control and Wound Care

Question 116 What safe work procedures should you take when treating a casualty?  
(Choose all that apply.)

- (a) Avoid contact with any body fluids.
- (b) Wash hands thoroughly.
- (c) Wear single-use gloves.
- (d) Spray disinfectant on the casualty.

Question 117 What are some of the signs of wound infection? (Choose all that apply.)

- (a) redness, hot to touch
- (b) oozing, pus or blood-stained discharge
- (c) abnormal smell coming from the wound
- (d) change in general health, such as fever, headaches, nausea or increased breathing/heart rate.

Question 118 Used swabs and dressings should be sealed in a plastic bag prior to disposal.

- (a) True
- (b) False

Question 119 While applying first aid to a casualty, you have been splashed with blood.  
What should you do?

- (a) Wash the area with soap and water as soon as practical.
- (b) Promptly wash in undiluted disinfectant.
- (c) Wash the area with antiseptic.

Question 120 A First Aid kit should include the basic resources for administering First Aid for...

- (a) minor wounds, cuts and grazes
- (b) control of serious bleeding
- (c) soft tissue injuries (sprains and strains)
- (d) eye injuries
- (e) fainting spells
- (f) splinters
- (g) minor burns

Question 121 What actions should you take following a needlestick injury?  
(Choose all that apply.)

- (a) Squeeze the injury to make it bleed
- (b) Flush the area with water, (warm water and soap if available)
- (c) Pat dry and cover with waterproof dressing
- (d) Ensure any sharps are disposed of safely

Question 122 A colleague was running on a gravel surface and fell over, scraping his knee which is now bleeding. What is the correct procedure for dealing with this kind of injury?

- (a) Clean the wound using swabs, water or antiseptic solution, cover with a non-adhesive covering
- (b) Clean the wound with antiseptic and leave to dry naturally
- (c) Just cover the wound, no need to clean
- (d) No need for any action, as minor wounds are fine to be left alone

# Bleeding and Shock

- Question 123 A co-worker has cut himself with a sharp knife and the wound is spurting bright red blood. This blood is probably coming from...
- (a) a vein
  - (b) **an artery**
  - (c) capillaries
- Question 124 A sharp object has penetrated a person's body. The object is still in place and there appears to be no bleeding. You should pull out the object gently to restore blood supply.
- (a) True
  - (b) **False**
- Question 125 When treating a nose bleed, you should seek medical assistance if the bleeding has not been controlled, when the person has already applied direct pressure just below the nose bone for a total of...
- (a) 15 minutes
  - (b) 30 minutes
  - (c) **20 minutes**
- Question 126 What is the best method for dealing with an amputated part?
- (a) Pack the amputated part in ice.
  - (b) Wash the amputated part, then seal in a plastic bag.
  - (c) **Seal the amputated part in a plastic bag, then float it in chilled water.**
- Question 127 How do you recognise shock? (Choose all that apply.)
- (a) **cold, pale, sweaty skin**
  - (b) strong, slow pulse
  - (c) **rapid, weak pulse**
  - (d) **rapid, shallow breathing**
  - (e) **drowsiness and may become unconscious**
- Question 128 Following an accident, you suspect a casualty is suffering from the shock process. To treat this, you would... (Choose all that apply.)
- (a) **control any external bleeding**
  - (b) **lie the casualty down**
  - (c) **wrap them in a rescue blanket**
  - (d) give them plenty to drink if they say they're thirsty
  - (e) **seek urgent medical assistance**
- Question 129 A work colleague says that she has a severe earache and begins bleeding from the ear. To manage her condition, you would ... (Choose all that apply.)
- (a) assist her into a position of most comfort, with her injured ear tilted towards the ceiling to stop the blood from coming out
  - (b) **assist her into a position of most comfort, with her injured ear tilted towards the ground**
  - (c) **lightly cover the affected ear with a sterile dressing, not plugging the ear**
  - (d) **seek urgent medical assistance**

Question 130 As you and your team walk along a creek bed, your friend slips and falls heavily onto some rocks causing severe abdominal pain. The management for a casualty with this injury is... (Choose all that apply.)

- (a) get casualty to walk about to ease pain
- (b) give casualty a warm drink to help in the shock process
- (c) give casualty nothing to eat or drink
- (d) lie them on their back with knees raised and arrange medical assistance

Question 131 How might you recognise life-threatening bleeding? (Choose all that apply.)

- (a) dark-coloured blood oozing from a wound
- (b) lighter-coloured blood spurting from a wound
- (c) major trauma/amputation with heavy bleeding
- (d) any bleeding not controlled by local direct pressure

Question 132 Arterial tourniquets are a measure of last resort and should only be used on a limb in a life-threatening situation where direct pressure has failed.

- (a) True (b) False

Question 133 Which of the following statements about applying a tourniquet are true? (Choose all that apply.)

- (a) You can use an elastic venous tourniquet to stop life-threatening bleeding.
- (b) Whether manufactured or improvised, a tourniquet must be at least 5cm wide.
- (c) Once applied, the tourniquet should not be removed until the casualty receives specialist medical care.
- (d) It's important to record the time the tourniquet was applied, so this can be passed on to paramedics/medical professionals.

Question 134 A colleague has cut his hand on a blade and his hand is bleeding heavily. You should...

- (a) remove the danger, promptly apply direct pressure with a pad, bandage the pad in place, rest them and seek medical assistance.
- (b) promptly apply a tourniquet on their arm, get them to rest and seek medical assistance.
- (c) wash the wound under running water, elevate the hand, then apply a constrictive bandage and seek medical assistance.

Question 135 For large 'crater' wounds with severe bleeding not controlled by regular dressings you should apply haemostatic dressings if trained in their use.

- (a) True (b) False



# Crush, Soft Tissue Injuries and Fractures

- Question 136 You are called to attend to a colleague, lying with legs pinned under an overturned forklift. You don't know how long they have been under the forklift. You should call emergency services immediately and follow their advice as what to do next.  
(a) True (b) False
- Question 137 When in doubt about a soft tissue injury, you should treat it as a...  
(a) sprain (b) strain  
(c) fracture (d) dislocation
- Question 138 In the treatment of a soft tissue injury, what does R.I.C.E.R. stand for?  
(a) Rest, Ice, Communicate, Elevate and Review  
(b) Rest, Immobilise, Communicate, Elevate and Refer  
(c) Rest, Immobilise, Compression, Elevate and Repeat  
(d) Rest, Ice, Compression, Elevate and Refer
- Question 139 When using ice for the first aid treatment of a soft tissue injury, what is the maximum time an ice compress should be left in place?  
(a) No more than 10 minutes every 2 hours, checking every 5 minutes  
(b) No more than 15 minutes every 2 hours, checking every 5 minutes  
(c) No more than 20 minutes every 2 hours, checking every 10 minutes  
(d) No more than 1 hour every 2 hours, checking each half hour
- Question 140 You suspect a sportsman has a dislocated shoulder because...  
(Choose all that apply.)  
(a) he has bone protruding through the skin.  
(b) he has deformity and swelling of the shoulder joint.  
(c) he has loss of power and movement in the shoulder.  
(d) the shoulder is bleeding profusely.
- Question 141 What is the best way to manage a dislocation? (Choose all that apply.)  
(a) Lift up the arm of the injured shoulder and push the bone back into place.  
(b) Apply a cold compress to reduce pain or swelling.  
(c) Immobilise the limb in a position of most comfort.  
(d) Seek urgent medical assistance.
- Question 142 It is important to remove penetrating objects from the eyes as quickly as possible.  
(a) True (b) False
- Question 143 A person has a grain of sand in their eye. The best way to treat the eye is to...  
(Choose all that apply.)  
(a) use tweezers to carefully remove the visible grain of sand.  
(b) gently flush the eye with eye solution, sterile saline or clean water.  
(c) cover the eye and apply a heat pack to soothe the eye.  
(d) if unable to remove the grain of sand, cover the eye with a sterile dressing and seek medical advice.

Question 144 What is the simplest type of fracture?

- (a) complicated fracture
- (b) open fracture
- (c) **closed fracture**
- (d) dislocation

Question 145 The key to managing any fracture is...

- (a) to try to re-align the bones.
- (b) always move into the recommended position.
- (c) **immobilisation and comfort.**
- (d) to bind the fracture as tightly as possible.

Question 146 When immobilising limb fractures, you should *first* aim to ...

- (a) immobilise above and below the fracture
- (b) **immobilise the joints above and below the fracture**
- (c) check the circulation in the limb

Question 147 The steps for First Aid management of a fracture include to...

(Choose all that apply.)

- (a) **control any bleeding first**
- (b) **prevent movement**
- (c) ensure bones are placed back in alignment before splinting
- (d) **treat for shock**
- (e) **seek medical attention**

Question 148 If you suspect a person has a skull fracture, you should give them aspirin to reduce their headache pain.

- (a) True
- (b) **False**

# Head, Neck and Spinal Injuries

Question 149 Possible symptoms of a head injury needing urgent medical advice include...  
(Choose all answers that apply)

- (a) **headache**
- (b) **nausea or vomiting**
- (c) diarrhoea
- (d) **blurred vision**

Question 150 A colleague suffers a blow to the head causing him to lose consciousness for a few seconds. He is confused about what happened to him.  
You should IMMEDIATELY...

- (a) **rest and reassure, slightly raise the head and shoulders to reduce the pressure within his head and seek medical advice**
- (b) ask him to sit upright and if he is OK in 10 minutes, he can go back to work
- (c) elevate his head and shoulders and give medication to reduce the headache

Question 151 A colleague was changing a light bulb by standing on her chair. She slips and falls onto her back. You suspect she may have neck/spinal injury because...  
(Choose all that apply.)

- (a) she is unconscious
- (b) **of the history of the incident**
- (c) **she tells you she has lost feeling in fingers and toes (numbness/tingling)**

Question 152 For an unconscious, suspected spinal injured casualty, you should place them...

- (a) lying straight on their back and tilt their head back to open their airway.
- (b) sitting up, with extra head support, then open their airway.
- (c) in any lateral (side) recovery position, and open their airway using jaw thrust and chin lift if required.
- (d) **in the HAINES recovery position and open their airway using jaw thrust and chin lift if required.**

Question 153 For a conscious, suspected spinal injured casualty, you should...

- (a) **avoid moving the casualty (wait for professional paramedics)**
- (b) **give reassurance and advise them not to move**
- (c) attempt to realign their injured neck
- (d) **if they are sitting, provide manual stabilisation of their head and neck**
- (e) **if they are lying down, support the side of the body and immobilise their legs**

Question 154 A colleague falls 2 metres off a ladder and is now lying on their back, unconscious but breathing. What would your first aid management be?

- (a) Lift them to an upright / half-sitting position, offer reassurance, call an ambulance, monitor and record vital signs.
- (b) Carry them to a bed, send for an ambulance and call their parents.
- (c) **Lay them in the HAINES recovery position, call an ambulance and monitor vital signs.**
- (d) Leave them in the position they fell into, and then call an ambulance.

# Burns

Question 155 A superficial burn will appear...

- (a) pale, waxy, sometimes charred.
- (b) red, swollen, sometimes blistered.

Question 156 A deep burn (all layers of skin) will appear...

- (a) pale, waxy, sometimes charred.
- (b) red, swollen, sometimes blistered.

Question 157 Which of the following are classified as serious burns?

- (a) any deep burns
- (b) superficial burns greater than 9% for adults or 5% for infants or children
- (c) burns to hands, feet, armpits, genitalia or airway
- (d) all of the above
- (e) answers (a) and (b) only

Question 158 What is the duration of irrigation when applying first aid treatment for chemical burns to the eyes?

- (a) 5 minutes
- (b) 10 minutes
- (c) 30 minutes

Question 159 Boiling water is accidentally spilt over the front of a colleague. You should immediately...

- (a) carefully remove the casualty's clothes, apply butter to the burn and seek urgent medical aid.
- (b) carefully remove the casualty's clothes, apply ice directly to the burn area and seek urgent medical aid.
- (c) apply cold running water for 3 minutes, carefully remove the clothing, cover the area with a clean non-stick dressing and seek urgent medical aid.
- (d) apply cold running water for up to 20 minutes, carefully remove clothing, cover the area with a clean non-stick dressing and seek urgent medical aid.

Question 160 A person who has suffered an electric shock may only show burns at an entry point and exit point.

- (a) True
- (b) False

Question 161 Your colleague is using an electrical drill when they scream out. They are conscious and tell you that they got an electrical shock. You notice a small burn on their right hand. You should... (Choose all that apply.)

- (a) make the area safe by turning off the power source.
- (b) manage the burn on his hand with water if safe to do so.
- (c) seek medical advice as there may be internal burns.
- (d) you only need to manage the small burn on his hand and no further action is required as he is now fully conscious.

# Extremes of Temperature

- Question 162 Which of the following shows the stages of hyperthermia in order of escalation from least serious to most serious/life-threatening?
- (a) **heat cramps; heat exhaustion; heat stroke**
  - (b) heat stroke; heat cramps; heat exhaustion
  - (c) heat cramps; heat stroke; heat exhaustion
- Question 163 On a very hot, humid day you see a jogger collapsed on the footpath. You suspect he has heat stroke because his skin is...
- (a) extremely sweaty
  - (b) pale and clammy
  - (c) **hot and dry**
- Question 164 What is the first aid management of heat stroke for a conscious casualty? (Choose all that apply.)
- (a) **Move patient to a cool, shaded location and remove unnecessary clothing.**
  - (b) Lay casualty flat with legs slightly raised.
  - (c) **Lay casualty down with head and shoulders slightly raised.**
  - (d) **Douse casualty with cold water, cover with a wet sheet and apply ice packs to neck, groin and armpits.**
  - (e) **Fan them with an electric fan or newspaper/magazine.**
  - (f) **Seek urgent medical assistance by calling 000 for an ambulance.**
- Question 165 The signs and symptoms of a casualty suffering mild hypothermia (exposure to cold) include...
- (a) profuse sweating and restlessness
  - (b) vomiting, headache and dizziness
  - (c) **fits of shivering, slurred speech and lethargy**
  - (d) silence, collapse, coma (unconsciousness)
- Question 166 To treat a conscious casualty suffering from exposure to cold (hypothermia) you should... (Choose all that apply.)
- (a) **gently move them to the nearest warm sheltered position**
  - (b) **gently replace any wet clothes with warm, dry ones and place insulating material under them**
  - (c) warm them with a drink of whisky or brandy
  - (d) **give them a warm, sweetened drink**
  - (e) place them in a hot bath
  - (f) **gently warm them using heat packs or body contact**
- Question 167 How would you assist someone who is suffering from dehydration and is obviously hot and very distressed? (Choose all that apply.)
- (a) **Move them to a cool/shaded area**
  - (b) **Apply damp towels to cool them down**
  - (c) **Give them a cool drink to sip on**
  - (d) Get them to take a cold bath / have a swim as soon as possible

# Venomous Bites and Stings

Question 168 While working in long grass, a colleague is bitten on the lower leg by a snake. You should immediately...

- (a) rest the casualty, give reassurance, wash away any venom and apply a tourniquet above the bite site.
- (b) rest the casualty, search for the snake and kill it for positive identification.
- (c) **rest the casualty, give reassurance and apply pressure immobilisation technique.**
- (d) rest the casualty, then cut the bitten area to assist drainage of the venom, then apply a firm crepe bandage over the bite site.

Question 169 You are working in a warehouse and get bitten by a red back spider. You are in a lot of pain. What should you do for this type of bite?

- (a) **Apply a cold compress to the area, immobilise and seek medical attention.**
- (b) Apply a heat pack to the area, immobilise and seek medical attention.
- (c) Apply vinegar to the bitten area, immobilise and seek medical attention.

Question 170 Your colleague is stung on their leg by a bee. They are not allergic to the sting but it is hurting them. You should immediately...

- (a) use tweezers or your fingers to pull out the barb.
- (b) **scrape the barb sideways or flick it out.**

Question 171 Which of the following statements about tick bite are true? (Choose all that apply.)

- (a) **Signs and symptoms usually only develop over several days.**
- (b) **There is slow onset of muscle weakness and lethargy.**
- (c) **The casualty may experience blurred vision.**
- (d) **The casualty may have difficulty with swallowing and breathing.**
- (e) **There is often some local irritation.**
- (f) Any allergic reaction will usually develop over several days.

Question 172 A bushwalk companion has a tick embedded on their shoulder. To treat this, you would...

- (a) use tweezers to carefully lift the tick off, then seek medical assistance.
- (b) use tweezers to squeeze the tick to kill it, then seek medical assistance.
- (c) **use an ether-based spray to freeze the tick, remove it after 10 minutes and seek medical assistance.**
- (d) use any available sharp edge such as a pocket knife to scrape the tick off and seek medical assistance.

Question 173 For which of the following bites/stings is compression bandaging (pressure immobilisation technique) recommended? (Choose all that apply.)

- (a) **snake**
- (b) red-back spider
- (c) **funnel-web spider**
- (d) box jellyfish
- (e) **blue-ringed octopus**

Question 174 At a beach, a person runs from the waves screaming. There are swellings on the legs and tentacles of a bluebottle (non-tropical) jellyfish are attached to the legs. What should you do?

- (a) **Pick off tentacles and apply a hot compress or hot water immersion.**
- (b) Rub off the tentacles with sand and apply ice.
- (c) Pick off tentacles and apply vinegar to the legs.
- (d) Pick off tentacles and apply fresh water to the legs.

Question 175 In North Queensland, a man comes out of the seawater with some attached tentacles, welts and a ladder pattern of sting marks on his right leg, and he is experiencing very severe pain. What has caused this and what is the ARC's recommended initial treatment?

- (a) Blue-ringed octopus: use the pressure immobilisation technique.
- (b) Irukunji jellyfish: rinse the affected area with vinegar.
- (c) Large box jellyfish: use hot water immersion.
- (d) **Large box jellyfish: rinse the affected area with vinegar.**

# Substance Misuse and Poisons

Question 176 A person has taken an unknown substance, they are angry and yelling at you. How should you behave in this situation?

- (a) Yell back then run away.
- (b) Get ready for a fight.
- (c) Turn your back on them till they calm down.
- (d) Display non-judgemental, respectful behaviour towards them, and keep yourself safe.

Question 177 You suspect your friend has used illicit drugs. He is becoming confused and angry. It is most important to keep him safe and not allow him to drink any liquid in case he needs to go to hospital.

- (a) True
- (b) False

Question 178 Alcohol poisoning may be recognised by... (Choose all that apply.)

- (a) headache
- (b) sensitivity to light
- (c) sensitivity to sound
- (d) higher cognitive function and alertness
- (e) dehydration
- (f) increased heart rate and blood pressure

Question 179 Which of the following statements about alcohol are true? (Choose all that apply.)

- (a) A hangover is the result of alcohol poisoning.
- (b) It takes time for the liver to detox alcohol.
- (c) A person who has been drinking at night may still be affected by alcohol when they arrive at work the next morning.
- (d) Cold showers, exercise and black coffee can help a person recover quickly.
- (e) A person with an altered conscious state as a result of alcohol intoxication should be placed in a recovery position and monitored in case of vomiting.

Question 180 Although there are many different types of poisonous substances, they all produce similar signs and symptoms.

- (a) True
- (b) False

Question 181 What is the first aid management for a conscious person who has swallowed a corrosive substance?

- (a) Make the person vomit, then call the Poisons Information Centre (13 11 26) and ambulance if advised.
- (b) Give sips of water and call the Poisons Information Centre (13 11 26) and ambulance if advised.
- (c) Give soapy water to drink, then call the Poisons Information Centre (13 11 26) and ambulance if advised.

Question 182 A person has taken an unknown substance and later collapses unconscious. What first aid management should be given?

- (a) Sit them up and try to revive them by rubbing the skin.
- (b) Place them in a recovery position and let them sleep it off.
- (c) Lay them on their back to help them breathe.
- (d) Place them in a recovery position and call an ambulance.



# Vital Signs / Handover

Question 183 Vital Signs are a measure of a person's... (Choose all that apply.)

- (a) pulse
- (b) oxygen saturation
- (c) breathing
- (d) conscious state
- (e) skin state
- (f) temperature

Question 184 The normal resting pulse rate for an adult is...

- (a) 30-50 beats per minute
- (b) 60-80 beats per minute
- (c) 70-90 beats per minute
- (d) 80-100 beats per minute

Question 185 The normal resting pulse for a healthy child is...

- (a) 40-60 beats per minute
- (b) 80-100 beats per minute
- (c) 140-160 beats per minute

Question 186 Normal body temperature is in the range...

- (a) 34-35°C
- (b) 36.5-37.5°C
- (c) 38.5-39.5°C
- (d) 39-40°C

Question 187 Normal oxygen saturation levels range from...

- (a) 74 to 79%
- (b) 80 to 85%
- (c) 85 to 90%
- (d) 94 to 99%

Question 188 You have been monitoring the vital signs of a casualty who has chest pain. You notice that their breathing rate is increasing and they are sweating profusely. Could these changes indicate a deterioration of the casualty's condition?

- (a) Yes
- (b) No

Question 189 As the first aider, it is your responsibility to treat the things you can control, monitor and record the patient's vital signs and relay your findings to emergency services. It is also the first aider's responsibility to offer a diagnosis of the patient's overall condition.

- (a) True
- (b) False

Question 190 When handing over a casualty to a healthcare professional, you should tell them... (Choose all that apply.)

- (a) the history, including time of the incident and what the casualty was doing
- (b) any signs you have noticed and symptoms the casualty has conveyed
- (c) your diagnosis of the casualty's condition
- (d) any medications the casualty is on and allergies they have
- (e) what actions you have taken

# Workplace Emergencies

Question 191 Which of the following is most urgent when dealing with a workplace accident?

- (a) Go and get the supervisor before anything else is done.
- (b) **Assess what is required, have the right equipment and follow workplace emergency procedures.**
- (c) Carry the first aid kit, the AED and the oxygen to the accident site.
- (d) Immediately call an ambulance for any workplace accident.

Question 192 You have just treated a colleague who cut his hand on some equipment. Your colleague has been sent to the hospital for stitches. You now need to... (Choose all that apply.)

- (a) **ensure the incident site is not disturbed until an inspector directs otherwise;**
- (b) **safely dispose of any waste and bloodied materials;**
- (c) **fill out an incident report form;**
- (d) **log what resources you have used;**
- (e) **ensure your state/territory workplace safety authority has been notified.**

Question 193 Triage categories of casualties are... (Choose all that apply.)

- (a) **deceased**
- (b) **minor**
- (c) injured
- (d) **urgent**
- (e) wounded
- (f) **critical**

Question 194 In a multiple casualty scenario, what is the main purpose of undertaking triage?

- (a) To begin treatment as soon as you arrive at a scene
- (b) To select the team members that will treat the critical casualties
- (c) **To provide the greatest number of casualties with the best chance of survival**

Question 195 What are the three first aid treatments that should be quickly undertaken during triage?

- (a) Stop major bleeding, immobilise fractures and treat for shock.
- (b) **Clear and open the airway, stop major bleeding and treat for shock.**
- (c) Clear and open the airway, stop major bleeding and immobilise fractures.

Question 196 Immediately on completion of triage, First Aiders should focus attention on the...

- (a) dying (mortally wounded) casualties
- (b) urgent casualties
- (c) **critical casualties**

Question 197 A seriously ill or injured casualty should not be moved unless there are dangers present, there is an airway problem, or you are in a remote area where skilled help is not readily available.

- (a) **True**
- (b) False

Question 198 After establishing communications with emergency services to arrange safe evacuation of the casualty, it is important that you... (Choose all that apply.)

- (a) **assign someone to attend the entrance to the facility or site to direct paramedics to the casualty's location;**
- (b) **follow any directions given by emergency services;**
- (c) **advise emergency services of any changes in the casualty's condition**
- (d) use a stretcher to carry the casualty to the reception area.

## Reporting and Review

Question 199 After filling out an Incident Report Form following a major accident at work, it is important that you... (Choose all that apply.)

- (a) photocopy and distribute the report to all staff members at work
- (b) maintain confidentiality of records and information in line with statutory and your workplace policies and notify Work Safe or other appropriate authorities
- (c) participate in debriefing to discuss the incident, how you are feeling and evaluate relevant policies and training

Question 200 Which of the below workplace accidents would be deemed to be dangerous/serious and as such must be reported to the relevant state or territory workplace safety authority? (Choose all that apply.)

- (a) all first aid incidents, minor and major
- (b) all incidents that require immediate medical treatment
- (c) all electrical shocks
- (d) serious lacerations (cuts)

Question 201 What are the benefits of having a professionally-led debriefing session following a First Aid emergency incident? (Choose all that apply.)

- (a) It provides an opportunity to criticize others.
- (b) It provides recognition that you and others may be affected by the event.
- (c) It provides an opportunity to discuss your feelings.
- (d) It allows consideration of whether or not formal counselling is needed.

Question 202 When conducting a workplace review of a First Aid emergency response, the topics to be discussed should include... (Choose all that apply.)

- (a) organisational procedures and action plans
- (b) the casualty's personal medical information
- (c) communications for first aid emergencies
- (d) staff responsibilities and training
- (e) First Aid resources and equipment

Question 203 The ARC recommends refresher training for CPR should be undertaken every...

- (a) 3 years                      (b) 5 years                      (c) year

Question 204 First Aiders should undertake refresher training to practise and update their skills, at least once every...

- [illegible]

Question 205 What support mechanisms are available to first aiders suffering from the psychological impact of their involvement in a critical incident at work? (Choose all that apply.)

- (a) understanding friends and family
- (b) professional counselling services
- (c) social media such as Facebook and Twitter
- (d) telephone crisis support, eg Lifeline 13 11 14

# Planning and First Aid Resources

Question 206 Each state and territory has its own workplace safety authority (eg SafeWork NSW, WorkSafe Victoria, NT Worksafe... ) providing a broad range of functions designed to improve occupational health and safety which the occupational first aider can access for advice and assistance in relation to planning first aid facilities.

- (a) True (b) False

Question 207 In accordance with the code of practice 'First Aid in the Workplace', when determining the first aid requirements for your workplace, it is important that you consider...

- (a) size and layout of the workplace (b) number of employees  
(c) nature of the work, risks and hazards (d) all answers (a, b and c)

Question 208 The general duties of an Occupational First Aider include... (Choose all that apply.)

- (a) to develop first aid policies and procedures in consultation with others  
(b) to manage first aid resources in the workplace  
(c) to recognise and report on any health hazards in the workplace  
(d) to maintain their knowledge of current WHS legislation and current first aid practices and equipment requirements

Question 209 What needs to be taken into consideration when moving or lifting equipment or casualties? (Choose all that apply.)

- (a) Understand your own limitations and strength.  
(b) Arch your back to gain maximum strength when lifting.  
(c) Take care not to twist or bend a casualty's neck and back.  
(d) If you must move a casualty, plan what you are going to do and explain to the casualty what you are going to do.

Question 210 When reviewing contingency plans with a view to improving or providing alternative management principles and procedures, what should be considered? (Choose all that apply.)

- (a) The capabilities of the various emergency services (police, fire brigade, SES and ambulance) and their likely response times to attend the workplace.  
(b) Obtaining group opinion on how well they dealt with the emergency using a scale of 1-10.  
(c) Whether the team was adequately trained to perform the required tasks.  
(d) Ways to improve the response to a workplace emergency.  
(e) How recommendations for alternative management principles and procedures can be introduced and the time-frame for implementation.

Question 211 What records should be kept in the first aid room? (Choose all that apply.)

- (a) Daily/weekly maintenance check records  
(b) First Aid kit contents list kept in each kit  
(c) Medications register  
(d) GP patient records for each employee  
(e) First Aid incident/injury report forms

Question 212 Where can you source additional information concerning Hazardous Substances and Dangerous Goods?

- (a) placards
- (b) labels
- (c) MSDS
- (d) **answers a, b and c**
- (e) answers b and c only

Question 213 What are the three most relevant uses of a Material Safety Data Sheet (MSDS) for the Occupational First Aider? (Choose three answers.)

- (a) composition and information on ingredients
- (b) **first aid measures (management for inhalation, skin/eye contact, ingestion)**
- (c) **toxicity data (TLV)**
- (d) **lethal dose information (LD50)**
- (e) ecological information

Question 214 Regular checks and maintenance of first aid resources should include... (Choose all that apply.)

- (a) **checking expiry dates**
- (b) **immediately replacing used or expired stock**
- (c) **check medications register and list of resources to ensure nothing is missing**
- (d) **thorough cleaning and disinfection/sterilization as required**
- (e) **checking function/serviceability of ancillary first aid equipment**

Question 215 What should you do with remaining materials after applying a dressing?

- (a) return them to the first aid cabinet for reuse
- (b) place them in the rubbish bin
- (c) **seal them in a plastic bag and dispose**

Question 216 The Occupational First Aider should ensure all sharps are disposed of safely in an approved sharps container and in accordance with requirements of the relevant government authority.

- (a) **True**
- (b) False

Question 217 First Aid kits should be located... (Choose all that apply.)

- (a) in secure locations, locked in the first aid room or the manager's office
- (b) **in easily accessible locations placed strategically around the facility**
- (c) **in the vehicles of mobile workers.**

Question 218 The workplace should have clear signage to identify the location of First Aid kits and other resources, in accordance with the Australian Standard for safety signs for the occupational environment (AS 1319-1994).

- (a) **True**
- (b) False

# Course Information

## HLTSS00068 Occupational First Aid Skill Set

### Course Outcome

This skill set provides the skills needed to establish, maintain and facilitate the provision of appropriate first aid in a workplace environment, including the skills to provide an emergency first aid response in the event of an emergency. It includes three units of competency:

- HLTAID011 Provide First Aid
- HLTAID014 Provide Advanced First Aid
- HLTAID015 Provide advanced resuscitation and oxygen therapy
- HLTAID016 Manage first aid services and resources

### Entry Requirements

It is recommended that participants have some prior experience of providing first aid and have previously attained Provide first aid (HLTAID003). The unit *HLTAID011 Provide First Aid* is a pre- requisite for *HLTAID015 Provide advanced resuscitation and oxygen therapy* and is included in the course.

Participants should have language and literacy skills equivalent to level 3 in the Australian Core Skills Framework. They should also have the ability to meet the physical demands of the practical skills including providing CPR on the floor.

### Certification

To qualify for a nationally-recognised Statement of Attainment, students must successfully complete both knowledge and practical skill assessments for this skill set. The Statement of Attainment will be valid for 3 years and the Australian Resuscitation Council recommends refresher training for the advanced resuscitation component of the course every 12 months.

### Knowledge Assessment

The knowledge assessment is completed using the questions in this workbook, together with oral questioning and verbal and written reports associated with demonstrations of the practical skills and the scenarios. All questions in the knowledge assessment must be answered correctly. This may mean allowing candidates an opportunity for re-assessment following discussions of where they went wrong.

In competency-based training, 'competent' means achieving 100%.

Candidates who don't achieve 100% in this workbook must have other evidence to show that they understand all requirements.

### Skills Assessment

In addition to the required knowledge, the candidate must demonstrate the ability to complete the required tasks, in line with regulatory requirements, Australian Resuscitation Council guidelines and workplace procedures. Practical training should be conducted using adult, child and infant resuscitation manikins, training AED, bag-valve-mask, oxygen resuscitation system with oxygen cylinder, a selection of oxygen masks with tubing (nasal cannula, therapy mask, resuscitation mask with oxygen port), an oropharyngeal airway adjunct (OPA), an airway model suitable for insertion of an OPA, a suction device, thermometer, placebo puffer and spacer, training auto-injector (eg training EpiPen), eye patch, wound dressings, bandages, a workplace first aid kit, haemostatic dressings, haemostatic wound packing trainer, tourniquets, tourniquet trainer, personal protective equipment (PPE), workplace injury report form and other first aid materials and equipment as appropriate to the workplace setting.





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