

HLTAID011 Provide First Aid, release 1

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state /territory Work Health and Safety Regulatory Authorities.

ELEMENTS	PERFORMANCE CRITERIA		QUESTIONS
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>		<i>Question number</i>
1. Respond to an emergency situation	1.1	Recognise and assess an emergency situation	1, 6, 38, 53 and 'recognition' questions each topic
	1.2	Ensure safety for self, bystanders and casualty	3, 6, 56, 63, 116
	1.3	Assess the casualty and recognise the need for first aid response	10, 34, 183-187 and 'recognition' questions each topic
	1.4	Seek assistance from emergency response services	3, 4, 5, 7
2. Apply appropriate first aid procedures	2.1	Perform cardiopulmonary resuscitation (CPR) in accordance with ARC guidelines	53-59
	2.2	Provide first aid in accordance with established first aid principles	Most questions
	2.3	Display respectful behaviour towards casualty	2, 8
	2.4	Obtain consent from casualty where possible	14, 23, 24
	2.5	Use available resources and equipment to make the casualty as comfortable as possible	'management' questions most topics
	2.6	Operate first aid equipment according to manufacturers' instructions	62, 63, 64, 103, 113, 114, 120, 133, 135
	2.7	Monitor the casualty's condition and respond in accordance with first aid principles	'management' questions most topics
3. Communicate details of the incident	3.1	Accurately convey incident details to emergency services	7, 12, 133, 190
	3.2	Report details of incident in line with appropriate workplace or site procedures	12, 17, 18, 27, 199, 200
	3.3	Complete applicable workplace or site documentation, including incident report form	12, 17, 199, 200
	3.4	Maintain privacy and confidentiality of information in line with statutory and/or organisational policies	12, 18, 199
4. Review the incident	4.1	Recognise the possible psychological impacts on self and other rescuers and seek help when required.	199, 201, 205
	4.2	Contribute to a review of the first aid response as required	27, 199, 202

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KNOWLEDGE EVIDENCE		QUESTIONS
<i>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</i>		
Guidelines and procedures including:		
- ARC guidelines relevant to the provision of first aid		Questions comply with ANZCOR guidelines
- First aid guidelines from Australian national peak clinical bodies		90, 91, 103, 105-115.
- Potential incident hazards and risk minimisation processes when providing first aid		6, 9, 27, 63, 75, 76, 82
- Infection control procedures, including use of standard precautions and resuscitation barrier devices		56, 84, 116
- Requirements for currency of skill and knowledge		26, 203, 204
- First aid codes of practice		26, 207
- Appropriate workplace or site procedures relevant to the provision of first aid		27
- Contents of first aid kits		28, 120
Legal, workplace and community considerations including:		
- Duty of care requirements		16, 19, 20, 21
- Own skills and limitations		22, 29, 202
- Consent and how it relates to the conscious and unconscious casualty		23, 24, 74
- Privacy and confidentiality requirements		18, 199, 202
- Awareness of potential need for stress management techniques and available support for rescuers		199, 201, 205
Considerations when providing CPR including:		
- Upper airway and effect of positional change		36, 37, 41
- Appropriate duration and cessation of CPR		53, 59
- Appropriate use of an AED		61, 62, 63
- Safety and maintenance procedures for an AED		64, 65
- Chain of survival		4, 5, 7, 12, 190
- How to access emergency services		4, 5, 7, 88, 89, 91, 110, 164
Techniques for providing CPR to adults, children and infants including:		
- How to recognise that a casualty is unconscious and not breathing normally		10, 34, 35
- Rate, ratio and depth of compressions/ventilations		54, 55, 57
- Correct hand positioning for compressions		52
- Basic anatomy, physiology and the differences between adults, children and infants relating to CPR		36, 37, 52, 57

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KNOWLEDGE EVIDENCE	QUESTIONS
Signs, symptoms and management of the following conditions/injuries:	
- Allergic reaction	105, 106
- Anaphylaxis	107, 108, 109, 110-115
- Asthma	100, 101, 102, 103, 104
- Non-life-threatening and life-threatening bleeding	
o Non-life-threatening bleeding	121, 122, 124, 125, 126
o Life-threatening bleeding	123, 131, 132, 133, 134, 135
- Burns	155, 156, 157, 160, 159, 161
- Cardiac conditions, including chest pain	87, 88, 89
- Choking	38, 39, 39, 40
- Diabetes	93, 95, 96
- Drowning	66, 67, 68, 69, 70
- Envenomation (all current treatments)	
o Pressure immobilisation Technique (PIT)	168, 173
o Cold Pack	169
o Hot Water	174, 174
o Vinegar	175, 175
o Freezing (tick)	171, 172
o Scraping sting (bee)	170
- Eye injuries	142, 143
- Fractures, dislocations, strains and sprains	
o Fractures	144, 145, 146, 147, 148
o Dislocations	140, 141
o Strains	137, 138, 139
o Sprains	137, 138, 139
- Head, neck and spinal injuries	
o Head	149, 148, 150
o Neck	151, 152, 153, 154
o Spinal	151, 152, 153, 154
- Hypothermia	165, 166
- Hyperthermia	162, 163, 164, 167
- Minor wounds	117, 118-122
- Nose-bleed	125
- Poisoning	178, 180, 181, 182
- Seizures	92, 94
- Shock	127, 128
- Sharps injuries	123, 121, 124
- Stroke	90, 91

HLTAID014 Provide Advanced First Aid, release 1

This unit describes the skills and knowledge required to provide an advanced first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide an advanced first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

ELEMENTS	PERFORMANCE CRITERIA		QUESTIONS
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>		<i>Question number</i>
1. Respond to an emergency situation	1.1	Recognise and assess an emergency situation	1, 6, 38, 53 and 'recognition' questions each topic
	1.2	Ensure safety for self, bystanders and casualty	3, 6, 56, 63, 116
	1.3	Assess the casualty and recognise the need for first aid response	10, 34, 183-187 and 'recognition' questions each topic
	1.4	Deploy resources to appropriate locations as required in line with appropriate workplace or site procedures.	64, 110, 191, 217, 218
	1.5	Seek assistance from emergency response services	3, 4, 5, 7
2. Apply appropriate first aid procedures	2.1	Perform single-rescuer or two-rescuer cardiopulmonary resuscitation (CPR) in accordance with the ARC guidelines and availability of rescuers.	53-59
	2.2	Provide first aid in accordance with established first aid principles	Most questions
	2.3	Display respectful behaviour towards casualty	2, 8
	2.4	Obtain consent from casualty where possible	14, 23, 24
	2.5	Use available resources and equipment to make the casualty as comfortable as possible	'management' questions most topics
	2.6	Operate first aid and ancillary equipment according to manufacturers' instructions	62, 63, 64, 103, 113, 114, 120, 133, 135
	2.7	Monitor the casualty's condition and respond in accordance with first aid principles	Most questions
3. Coordinate first aid activities until arrival of medical assistance	3.1	Identify available resources required and establish communication links with appropriate personnel, emergency services or medical assistance as appropriate.	7, 12, 26, 27, 28, 120, 191-196
	3.2	Deploy required resources to appropriate locations in an efficient and effective manner to ensure timely treatment of casualties.	64, 110, 191, 194, 196
	3.3	Monitor the condition of casualties in accordance with first aid principles and workplace or site procedures.	70, 88, 89, 95, 104, 106, 154, 179, 183-189
	3.4	Coordinate evacuation of casualties according to relevant evacuation procedures.	164, 166, 197, 198

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4. Communicate details of the incident	4.1	Accurately convey incident details to emergency services	7, 12, 133, 190
	4.2	Report details of incident in line with appropriate workplace or site procedures	12, 17, 18, 27, 199, 200
	4.3	Complete applicable workplace or site documentation, including incident report form	12, 17, 199, 200
	4.4	Maintain privacy and confidentiality of information in line with statutory or organisational policies	12, 18, 199
5. Review the incident	5.1	Recognise the possible psychological impacts on self and other rescuers and seek help when required.	199, 201, 205
	5.2	Arrange support services for personnel involved in the incident in accordance with relevant procedures.	201, 205
	5.3	Contribute to a review of the first aid response as required	27, 199, 202

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KNOWLEDGE EVIDENCE		QUESTIONS
<i>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</i>		
Guidelines and procedures including:		
- ARC guidelines relevant to the provision of first aid		Questions comply with ANZCOR guidelines
- First aid guidelines from Australian national peak clinical bodies		90, 91, 103, 105-115.
- Potential incident hazards and risk minimisation processes when providing first aid		6, 9, 27, 63, 75, 76, 82
- Infection control procedures, including use of standard precautions and resuscitation barrier devices		56, 84, 116
- Requirements for currency of skill and knowledge		26, 203, 204
- First aid codes of practice		26, 207
- Appropriate workplace or site procedures relevant to the provision of first aid		27
- Contents of first aid kits		28, 120
Legal, workplace and community considerations including:		
- Duty of care requirements		16, 19, 20, 21
- Own skills and limitations		22, 29, 202
- Consent and how it relates to the conscious and unconscious casualty		23, 24, 74
- Privacy and confidentiality requirements		18, 199, 202
- Awareness of potential need for stress management techniques and available support for rescuers		199, 201, 205
In relation to the administration of medication		
- legal requirements		28-32
- the five rights		33
- responsibilities of the first aider		13, 27, 30-33
Considerations when providing CPR including:		
- Upper airway and effect of positional change		36, 37, 41
- Appropriate duration and cessation of CPR		53, 59
- Appropriate use of an AED		61, 62, 63
- Safety and maintenance procedures for an AED		64, 65
- Chain of survival		4, 5, 7, 12, 190
- How to access emergency services		4, 5, 7, 88, 89, 91, 110, 164
Techniques for providing CPR to adults, children and infants including:		
- How to recognise that a casualty is unconscious and not breathing normally		10, 34, 35
- Rate, ratio and depth of compressions and ventilations		54, 55, 57
- Correct hand positioning for compressions		52
- Basic anatomy, physiology and the differences between adults, children and infants relating to CPR		36, 37, 52, 57
Considerations when providing first aid, including:		
- assessment, interpretation and documentation of vital signs, including normal clinical values for respirations, temperature, pulse and level of consciousness		10, 35, 183-190
- how to conduct a secondary assessment of a casualty		1, 8, 11
- basic triage processes		193, 194, 195, 196
- procedures for dealing with casualties who are aged or infirm		13
- procedures for first aid management when dealing with major and minor accidents in the workplace or site		191-198 and 'management' questions for each topic
- procedures when providing first aid to children		14, 15, 24, 37, 57, 94
- use of ancillary first aid equipment		60-63, 102-104, 112-115, 118, 120, 132, 133, 135, 197, 198
- co-ordination of resources		64, 191
- contents of first aid kits		26, 27, 28, 120

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KNOWLEDGE EVIDENCE	QUESTIONS
Signs, symptoms and management of the following conditions/injuries:	
- Abdominal injury	130, 130
- Allergic reaction	105, 106
- Anaphylaxis	107, 108, 109, 110-115
- Asthma	100, 101, 102, 103, 104
- Non-life-threatening bleeding	121, 122, 124, 125, 126
- Life-threatening bleeding	123, 131, 132, 133, 134, 135
- Burns	155, 156, 157, 160, 159, 161
- Cardiac conditions, including chest pain	87, 88, 89
- Childbirth	97, 98, 99
- Choking	38, 39, 39, 40
- Crush injuries	136, 136
- Diabetes	93, 95, 96
- Drowning	66, 67, 68, 69, 70
- Ear injuries and bleeding from the ear	129
- Envenomation (all current treatments)	
o Pressure immobilisation Technique (PIT)	168, 173
o Cold Pack	169
o Hot Water	174, 174
o Vinegar	175, 175
o Freezing (tick)	171, 172
o Scraping sting (bee)	170
- Eye injuries	142, 143
- Fractures, dislocations, strains and sprains	
o Fractures	144, 145, 146, 147, 148
o Dislocations	140, 141
o Strains	137, 138, 139
o Sprains	137, 138, 139
- Head, neck and spinal injuries	
o Head	149, 148, 150
o Neck	151, 152, 153, 154
o Spinal	151, 152, 153, 154
- Hypothermia	165, 166
- Hyperthermia	162, 163, 164, 167
- Minor wounds	117, 118-122
- Nose-bleed	125
- Poisoning	178, 180, 181, 182
- Seizures	92, 94
- Shock	127, 128
- Sharps injuries	123, 121, 124
- Stroke	90, 91
substance misuse, including prescription and illicit drugs and alcohol	176-179
psychological impacts of first aid incidents on rescuers and how to seek help.	199, 201, 205

HLTAID015 Provide advanced resuscitation and oxygen therapy, release 2

This unit describes the skills and knowledge required to use specialised equipment in the provision of resuscitation and oxygen therapy in line with the Australian Resuscitation Council (ARC) guidelines.

This unit applies to persons who may be required to use specialised equipment to provide resuscitation or oxygen therapy in a range of complex situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

ELEMENTS	PERFORMANCE CRITERIA		QUESTIONS
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>		<i>Question number</i>
1. Respond to an emergency situation	1.1	Recognise and assess an emergency situation	1, 6, 53, 131
	1.2	Ensure safety for self, bystanders and casualty	3, 6, 56, 63, 82
	1.3	Assess the casualty and recognise the need for CPR, advanced resuscitation response or oxygen therapy.	1, 10, 28, 29, 71, 183-187.
	1.4	Manage life-threatening bleeding.	131, 132, 133, 135
	1.5	Seek assistance from emergency response services	3, 4, 5, 7
	1.6	Ensure environment is safe for delivery of oxygen	9, 82
2. Perform resuscitation procedures	2.1	Perform single-rescuer cardiopulmonary resuscitation (CPR) or two-rescuer resuscitation procedures, including use of oxygen, in accordance with the ARC guidelines and availability of rescuers.	4, 52-59, 75-85
	2.2	Display respectful behaviour towards casualty	2, 8, 23, 24
	2.3	Use available resources and equipment according to manufacturers' instructions	43-51, 61-65, 71, 77-86, 132, 133, 135
3. Deliver oxygen therapy	3.1	Identify need for oxygen therapy, including by using a pulse oximeter.	71, 72, 74
	3.2	Use appropriate delivery device to provide oxygen.	77, 78
	3.3	Monitor casualty condition and rectify issues preventing adequate treatment.	74, 85, 188

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4. Communicate details of the incident	4.1	Accurately convey incident details to emergency services	7, 12, 133, 190
	4.2	Report details of incident in line with appropriate workplace or site procedures	12, 17, 18, 27, 199, 200
	4.3	Complete applicable workplace or site documentation, including incident report form	12, 17, 199, 200
	4.4	Maintain privacy and confidentiality of information in line with statutory or organisational policies	12, 18, 199
5. Review the incident	5.1	Recognise the possible psychological impacts on self and other rescuers and seek help when required.	199, 201, 205
	5.2	Contribute to a review of the first aid response as required.	199, 202
	5.3	Check, maintain and clean equipment ready for future use.	64, 65, 83, 84, 85, 86

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KNOWLEDGE EVIDENCE	QUESTIONS
<i>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</i>	
Guidelines and procedures including:	
- ARC guidelines relevant to life threatening bleeding, managing the unconscious breathing and non-breathing casualty and provision of CPR and oxygen therapy	All questions comply with ANZCOR guidelines
- potential incident hazards and risk minimisation processes when providing first aid, including Oxygen Therapy and Advanced Resuscitation Techniques	6, 9, 27, 63, 75, 76, 82
- infection control procedures, including use of standard precautions and resuscitation barrier devices	56, 84, 116
- safe work practices to deal with oxygen cylinders and associated equipment	81, 82
- first aid codes of practice	26, 207
- appropriate workplace or site procedures relevant to the provision of first aid	27
- contents of first aid kits	28, 120
- requirements for currency of skill and knowledge	26, 203, 204
Legal, workplace and community considerations including:	
- duty of care requirements	16, 19, 20, 21
- own skills and limitations	22, 29, 202
- consent and how it relates to the conscious and unconscious casualty	23, 24, 74
- privacy and confidentiality requirements	18, 199, 202
- awareness of potential need for stress management techniques and available support for rescuers	199, 201, 205
In relation to the administration of oxygen:	
- legal requirements	29, 32, 33
- the five rights	33
- the responsibilities of the first aider	74, 81, 82
Considerations when providing resuscitation including:	
- upper airway and effect of positional change	36, 37, 41, 42
- appropriate duration and cessation of CPR	59
- appropriate use of an AED	61, 62, 63
- safety and maintenance procedures for an AED	63, 64, 65
- chain of survival	4
- how to access emergency services	5
- use of suction devices	43, 44, 45, 46, 47
- benefits, contraindications and complications with the use of a basic airway adjunct	48, 49, 50, 51
Techniques for providing CPR to adults, children and infants including:	
- how to recognise that a casualty is unconscious and not breathing normally	10, 34, 35
- rate, ratio and depth of compressions and ventilations	54, 55, 57
- correct hand positioning for compressions	52, 57
- basic anatomy, physiology and the differences between adults, children and infants relating to CPR	36, 37, 57
Assessment, interpretation and documentation of vital signs, including normal clinical values for respirations, temperature, pulse and level of consciousness	35, 183-189
Level of consciousness	10, 51, 53, 183
How to use a suction device	44, 45, 46, 47
Signs, symptoms and management of life-threatening bleeding including use of tourniquets and haemostatic dressings	131, 132, 133, 135

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KNOWLEDGE EVIDENCE	QUESTIONS
Considerations when providing oxygen to a casualty, including:	
- circumstances and conditions where oxygen is beneficial	72, 74, 76
- circumstances and conditions where oxygen should not be used	73, 76
- contraindications and complications associated with providing oxygen and suction while delivering advanced resuscitation techniques	44, 47, 73, 76, 85
- benefits, contraindications and complications of suction during advanced resuscitation	43, 44, 45, 46, 47
- complications with the use of a bag-valve-mask device and suitable strategies to minimise these	84, 85
- selection and operation of oxygen masks and other appropriate oxygen therapy devices	77, 78
Methods for cleaning, replenishing, recharging and maintaining resuscitation and oxygen equipment including:	
- actions to rectify problems	81, 82, 85
- procedures to ensure operational readiness as per manufacturers' guidelines and site procedures	81, 83
- storage, cleaning, decontamination and safe disposal of consumables	82, 84
- troubleshooting to identify minor and major faults	81, 83, 85
Psychological impacts of first aid incidents on rescuers and how to seek help.	199, 201, 205

HLTAID016 Manage first aid services and resources, release 1

This unit describes the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid in the workplace.

The unit applies to workers in nominated occupational first aid or management roles.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

ELEMENTS	PERFORMANCE CRITERIA		QUESTIONS
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>		<i>Question number</i>
1. Determine workplace first aid requirements	1.1	Identify workplace hazards and assess associated risks as a basis for determining first aid resource requirements.	9, 27, 206, 207, 208, 212, 213
	1.2	Identify first aid equipment, resources and personnel required to address workplace requirements.	26, 27, 28, 120, 206, 207, 217, 218
	1.3	Develop first aid action plans in consultation with relevant parties.	208, 210
	1.4	Provide information to minimise risk and enable access to first aid facilities.	64, 208, 218
2. Establish and maintain workplace first aid facilities	2.1	Monitor and maintain availability of first aid equipment and personnel to support workplace first aid response.	64, 81-86, 203, 204, 208, 214, 215, 216
	2.2	Conduct inspections of first aid stock and equipment to ensure currency and operational readiness in line with workplace requirements.	27, 64, 81, 83, 214
	2.3	Ensure equipment is recovered and reprocessed and that waste is disposed of safely according to legislative and workplace procedures.	83, 118, 215, 216
	2.4	Ensure equipment and resources are stored and maintained in line with relevant legislation and manufacturers' or suppliers' instructions.	64, 81, 83
	2.5	Deploy appropriate equipment and personnel to ensure timely and effective first aid response in line with workplace requirements.	64, 83, 217
3. Maintain workplace first aid records	3.1	Ensure documentation is completed in line with legislation and workplace procedures.	17, 27, 192, 199, 200, 211
	3.2	Maintain first aid records in line with legislative requirements and workplace security practices.	199, 211
	3.3	Send relevant documents to appropriate bodies in line with workplace and legislative requirements.	27, 192, 199, 200
	3.4	Maintain privacy and confidentiality of records and information in line with privacy legislation and organisational policies.	18, 199, 202, 211

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4. Review the provision of first aid in the workplace	4.1	Participate in incident debriefing or evaluation to improve future operations and address individual needs.	199, 201, 202, 205
	4.2	Evaluate management of workplace first aid incidents in relation to required equipment, personnel, current organisational procedures and individual first aid action plans.	202, 210
	4.3	Contribute to the review of workplace policies and procedures in accordance with risk assessment and evaluation of first aid provision.	202, 210

KNOWLEDGE EVIDENCE	QUESTIONS
<i>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</i>	
State/territory regulations, first aid codes of practice and workplace procedures including:	
<ul style="list-style-type: none"> workplace requirements for first aid provision in line with the relevant state/territory Work Health and Safety requirements 	12, 17, 25, 26, 27, 28, 64, 80, 81, 82, 83, 84, 86, 120, 192, 199, 200, 206-218
<ul style="list-style-type: none"> duty of care in relation to first aid provision 	16, 19, 20, 21, 25, 26
<ul style="list-style-type: none"> safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals 	9, 27, 192, 209, 212, 213
<ul style="list-style-type: none"> infection control principles and procedures, including use of standard precautions based on incident 	56, 84, 116, 118, 215, 216
<ul style="list-style-type: none"> requirements for currency of skill and knowledge 	26, 203, 204
Legal, workplace or community issues relating to the provision of first aid including:	
<ul style="list-style-type: none"> awareness of potential need for stress-management techniques and available support following an emergency situation 	199, 201, 205
<ul style="list-style-type: none"> consent 	23, 24
<ul style="list-style-type: none"> capabilities of emergency management services 	4, 7
<ul style="list-style-type: none"> privacy and confidentiality requirements 	12, 18, 199, 202, 211
<ul style="list-style-type: none"> importance of debriefing. 	199, 201