

Theory Assessment

WORKBOOK

HLTAID004

Provide an emergency first aid response
in an education and care setting

ASSESSOR COPY

Principles of First Aid / Emergency Priorities

- Question 1 What are the categories used to recognise a first aid incident?
- (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 casualty?
- (a) To make them feel good
 - (b) To reduce anxiety, heart rate and any blood loss**
 - (c) To keep them quiet
 - (d) To give you time to think about correct first aid treatment
- Question 3 When should the principles of DRS ABCD begin in a first aid situation?
- (a) After consulting with your lawyer
 - (b) After calling for help
 - (c) Immediately**
 - (d) When the ambulance arrives
- Question 4 When calling for emergency help in Australia, what number should you call?
- (a) 911
 - (b) 000**
 - (c) 011
 - (d) 1300
- Question 5 The 'Chain of Survival' means ...
- (a) The four actions required to give a person in cardiac arrest the best chance of survival**
 - (b) The ambulance service
 - (c) All of the people involved in an onsite medical emergency
 - (d) The steps taken to move a casualty from danger
- Question 6 If a person is found to be unconscious (not responding), has a clear airway, is breathing normally, with no major blood loss, what should you do for them?
- (a) Place them into a recovery position and monitor airway and breathing, call 000**
 - (b) Observe airway and breathing, but don't move them
 - (c) Lay the person on their back and seek help
 - (d) Sit the person up and wait for them to regain consciousness

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- Question 7 You arrive at school and find a colleague lying on the ground. First of all, you should immediately:
- (a) Check for a response from the casualty
 - (b) Call the Principal and an ambulance
 - (c) Assess the situation for danger
 - (d) Assess them for injuries
- Question 8 First Aiders should always ensure the casualty feels safe, secure and supported.
- (a) True
 - (b) False
- Question 9 When approaching a first aid incident, after checking for dangers, how do you check for a response from the casualty?
- (a) shout and shake the casualty
 - (b) shout in the casualty's ear
 - (c) gently nudge the casualty with your foot
 - (d) talk and touch, eg squeeze hand
- Question 10 Following a Primary Survey (DRSABCD) you then conduct the Secondary Survey, which is ...
- (a) a systematic check of 'nose to toes' to identify any missed injuries
 - (b) a systematic check of your surroundings to identify and further dangers
 - (c) a survey of bystanders to gain information on what happened
 - (d) a check of the casualty's contact details
- 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 during the Secondary Survey. Which of the below questions will help you assess their condition? (Choose all answers 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?

Legal Issues

- Question 12 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 13 After assisting someone with first aid, you can provide the details of the matter to anyone who asks.
(a) True (b) False
- Question 14 Serious incidents involving children must be reported to ...
(Choose all answers that apply)
(a) Their parents/guardians (b) The local newspaper
(c) Parents of other children (d) The Regulatory Authority
(e) Other Children (f) The Supervisor/Principal
- Question 15 A caregiver has cut themselves and is taken to the medical centre. You are the person in charge of the centre that day. What measures should you take after she has left?
(Choose all answers that apply)
(a) Make a mental note of the event and tell the Director the next day.
(b) Complete relevant workplace documentation including a first aid incident report.
(c) Clean up the area
(d) Conduct a Risk Assessment to minimise risks in the future
- Question 16 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 17 Teachers are legally obliged to protect a student from harm and ensure the physical well-being of students in their care. What is the legal term for this obligation?
(a) Ethics (b) Negligence
(c) Litigation (d) Duty of Care
- Question 18 Which of the following conditions could lead to a charge of negligence?
(a) First aiders are always protected under Australian law. They would never be considered negligent.
(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.
(d) The first aider broke the casualty's ribs during CPR.

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- Question 19 A childcare worker is looking very unwell. You decide she needs urgent medical attention. The next thing you should do is ...
- a) put her into your car and take her to the nearest medical facility.
 - b) tell her you think she needs medical attention and ask her consent to arrange an ambulance.
 - c) ring her mother to seek consent for further treatment.
- Question 20 Does anyone outside a childcare facility need to know about a first aid incident? (Choose all answers that apply.)
- a) No, not if the incident was only minor and was easily resolved.
 - b) Childcare facilities have a duty to inform parents/guardians of any incident involving a child in their care.
 - c) The only person who needs to be informed is the centre Director.
 - d) All serious incidents must be reported to the regulatory authority.

Airway and Breathing Management

- Question 21 What 3 actions would you use to determine if a casualty is breathing normally?
- (a) Talk, touch and shout
 - (b) Look, listen and feel
 - (c) Shake, shout, feel
- Question 22 For infants or small children, you keep their head in a neutral/horizontal position when opening their airway.
- (a) True
 - (b) False
- Question 23 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 24 If an unconscious person remains on their back, what is the most likely cause of an airway obstruction?
- (a) Lung
 - (b) Mouth
 - (c) Tongue
 - (d) Teeth

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- Question 25 What is the normal breathing rate per minute for a child 1-5 years?
- (a) 10-12 breaths/min
 - (b) 25-30 breaths/min**
 - (c) 16-20 breaths/min
 - (d) 50-60 breaths/min
- Question 26 A child falls from a slide and is lying on the ground unconscious, but breathing normally. What would your first aid management be?
- (a) Lift the child to an upright / half-sitting position and call an ambulance.
 - (b) Carry the child to a bed and send for an ambulance.
 - (c) Lay the child in the HAINES recovery position, call an ambulance and monitor them.**
 - (d) Leave the child in the position found and call an ambulance.
- Question 27 While eating in the lunch room a 2-year-old girl suddenly grips her throat and is unable to breathe. You should help her by ...
- (a) placing her face down across your lap and slapping between her shoulder blades and sending for help.**
 - (b) placing her in the recovery position to clear her airway and sending for help.
 - (c) encouraging her to cough and sending for help.
 - (d) giving her a glass of water to wash it down.
- Question 28 A 4-year-old boy chokes on a 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.

Asthma

- Question 29 Asthma occurs in the airways of the lungs.
(a) True (b) False
- Question 30 Some of the most common Asthma triggers include: (Choose all answers that apply)
(a) exercise
(b) smoke
(c) being unwell
(d) mould and pollen
- Question 31 Which of the following are signs and symptoms of mild to moderate asthma?
(a) Wet or dry cough, wheeze
(b) Shortness of breath, chest tightness
(c) Starting to have difficulty in speaking
(d) All the above
- Question 32 What are some of the signs and symptoms of a severe asthma episode?
(Choose all answers that apply)
(a) Persistent cough
(b) Extreme difficulty with speaking and breathing
(c) May no longer have a wheeze
(d) Can speak easily
- Question 33 Asthma can potentially be life-threatening.
(a) True (b) False
- Question 34 What is the best position for a person suffering from an asthma episode?
(a) Lying flat
(b) Sitting upright
(c) Standing upright
(d) Recovery position
- Question 35 According to guidelines from Asthma peak bodies, the First Aid Emergency Asthma protocol using reliever medication, with a spacer if available, is...
(a) 2 Puffs – 2 Breaths per Puff – Wait 2 mins (repeat if no improvement)
(b) 4 Puffs – 2 Breaths – Wait 4 mins (repeat if no improvement)
(c) 4 Puffs – 4 Breaths per Puff – Wait 4 mins (repeat if no improvement)
(d) 2 Breaths – 4 Puffs – Wait 4 mins (repeat if no improvement)
- Question 36 You must always follow a student's Asthma Action Plan first, if available.
(a) True (b) False

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- Question 37 What colour is the reliever medication inhaler / puffer used in Asthma emergencies?
(a) blue/grey
(b) purple
(c) green
(d) orange
- Question 38 Should asthma preventer medication be used in emergencies?
(a) Yes (b) No
- Question 39 What are the advantages of a spacer?
(a) more medication reaches the lungs
(b) it reduces the amount of medication that stays in the mouth and throat
(c) it reduces side-effects
(d) all the above
- Question 40 A person has an asthma episode and pulls out an orange-coloured puffer from a pocket. Will the orange puffer relieve the immediate Asthma symptoms?
(a) Yes (b) No
- Question 41 A person has suffered a severe asthma episode and is not responding to their medication. You should ...
(a) Continue administering their reliever medication, call 000.
(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 the reliever medication
- Question 42 After a severe asthma episode, the child is now in hospital. You should ...
(a) Notify regulatory authorities and write up an Incident Report
(b) Review the Risk Minimisation plan
(c) Conduct a debriefing session with staff and/or children if appropriate
(d) Review your Asthma Policies and Procedures
(e) All of the above
- Question 43 Through your enrolment process, you have identified a child in your care as having asthma. You now need to ... (choose all correct answers)
(a) ask the parent/carer for an Asthma Action Plan that needs to be signed by a doctor/specialist
(b) ask for all medication for the child
(c) develop Risk and Hazard Minimisation strategy and implement an Asthma Management and Communication Plan for the workplace
(d) develop an Asthma Emergency Resonse Plan for different situations
(e) train sufficient staff in Emergency Asthma Management

Cardiopulmonary Resuscitation (CPR)

- Question 44 We compress an adult's, child's or infant's chest approximately ...
- (a) one half depth of chest
 - (b) one quarter depth of chest
 - (c) **one third depth of chest**
 - (d) one fifth depth of chest
- Question 45 When should you begin CPR?
- (a) When someone is feeling unwell
 - (b) When someone has fainted
 - (c) **When someone is unconscious and not breathing normally**
 - (d) When someone is conscious but not breathing normally
- Question 46 Where should the rescuer place their hands for compression for an adult or child over 8 years?
- (a) **Centre of the chest**
 - (b) Upper 1/3 of chest, close to the collar bones
 - (c) Just below the rib cage
- Question 47 When performing CPR on an infant, you should ... (choose all correct answers)
- (a) **only use two fingers to compress their chests**
 - (b) **seal your mouth over their nose and mouth**
 - (c) **give gentle rescue breathes/ puffs**
 - (d) tilt the head right back to open the airway
- Question 48 How should the casualty be placed if they begin to breathe normally, but are still unconscious?
- (a) Lying on their back
 - (b) **Recovery position**
 - (c) Sitting up
- Question 49 A person has been rescued from the water with suspected drowning. They have water coming out of their mouth. To clear their airway of fluid, you need to ...
- (a) lay the person on their chest
 - (b) lay the person on their back and start CPR
 - (c) **immediately place them on their side**
 - (d) immediately defibrillate them

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- Question 50 According to the Australian Resuscitation Council guidelines, when should you stop doing CPR? (Choose all answers that apply)
- (a) When you are in immediate danger
 - (b) When you are too exhausted to continue
 - (c) When you get bored
 - (d) When your friend tells you to stop
- Question 51 An Automated External Defibrillator (AED) is used on an unconscious, non-breathing casualty to ...
- (a) check the blood oxygen levels.
 - (b) shock an irregular beating heart back to a normal rhythm.
 - (c) check the pulse and blood pressure.
 - (d) check for normal heartbeat and improve it.
- Question 52 When placing AED paediatric pads on a very small child, to avoid the danger of arcing, the pads should be placed ...
- (a) over the child's clothing in the positions shown on the pads
 - (b) on the right and left sides of the chest, below the collar bones
 - (c) in the middle of their back and the middle of the chest
 - (d) any of the above positions are fine
- Question 53 When using an AED on adults and children over 8 years of age, the pads should be placed as per the manufacturer's instructions.
- (a) True
 - (b) False

Anaphylaxis

- Question 54 Anaphylaxis is ...
(a) food intolerance
(b) a mild allergic reaction
(c) a moderate allergic reaction
(d) a severe allergic reaction
- Question 55 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) dust and pollens
(d) lactose intolerance
- Question 56 Signs and symptoms of a severe allergic reaction (anaphylaxis) include...
(choose all correct answers)
(a) swelling of tongue
(b) difficulty breathing
(c) wheeze, cough, difficulty talking
(d) dizziness or collapse
- Question 57 Signs and symptoms of a mild-moderate allergic reaction include ...
(choose all correct answers)
(a) swelling of tongue (b) hives
(c) swelling of the eyes (d) difficulty breathing
- Question 58 Where is the best place to inject the casualty with the adrenaline autoinjector?
(a) forearm (b) lower abdomen
(c) inner calf muscle (d) outer thigh
- Question 59 After administering an adrenaline auto-injector to a casualty having an anaphylactic reaction, how long should you wait before administering another dose of adrenaline, if they have not improved?
(a) 1 minute (b) 5 minutes
(c) 10 minutes (d) 15 minutes
- Question 60 Do all children/students with allergies need an ASCIA Action Plan?
(a) Yes (b) No
- Question 61 The ASCIA Action Plan can be signed off by the parent for Schools and Child Care Centres use.
(a) True (b) False
- Question 62 A child with allergies now has a rash on their arm. This is a sign of ...
(a) A mild-moderate allergic reaction
(b) An anaphylactic reaction

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- Question 63 You have just administered adrenaline. The casualty is now feeling fine, so they do not need to go to hospital..
- (a) True (b) False
- Question 64 An anaphylactic reaction should be treated as ...
- (a) A life-threatening medical emergency
(b) A mild-moderate reaction
(c) As part of the student's medical condition that doesn't require any action
(d) All of the above
- Question 65 A person trained in anaphylaxis management can improve organisational procedures by ... (choose all that apply)
- (a) helping to identify anaphylaxis risks
(b) writing personal anaphylaxis action plans for known sufferers
(c) helping to develop an emergency response plan
(d) ensuring there are plenty of AEDs in the workplace
- Question 66 After successfully managing an anaphylactic emergency, and the child is now in hospital. You should
- (a) Notify regulatory authorities and write up an Incident Report Form
(b) Conduct another Risk Minimisation plan
(c) Conduct a debriefing session with staff and/or children if appropriate
(d) Review your Anaphylaxis Policies and Procedures
(e) All of the above
- Question 67 You are in the school yard and a child diagnosed with Anaphylaxis is displaying signs and symptoms of an anaphylactic reaction. You should...
- (a) Remove any dangers, lie the casualty flat, send for medication to be brought to you and call 000
(b) Remove any dangers, then you run with the casualty to get the medication
(c) Send for help then move the casualty to a safer location in the school, away from other children
(d) Send for help first, then ask the casualty to stand still until help arrives
- Question 68 For more information on current Anaphylaxis Guidelines, Anaphylaxis First Aid protocols and State regulations, you can contact ...
- (a) Australasian Society of Clinical Immunology and Allergy
(b) Department of Education
(c) ACECQA
(d) All of the above
- Question 69 Who should know about the individual's Anaphylactic condition?
- (a) Only Managers / Leading Teachers
(b) Only staff that have a direct Duty of Care for that individual
(c) Only the canteen workers or cook in charge
(d) All staff/people that come into contact with that Individual

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- Question 70 A person known to have Anaphylaxis is having difficulty breathing and their tongue is swelling, you should ...
- (a) Follow their ASCIA Action Plan and administer adrenaline as a priority
 - (b) Call for the Manager/Principal and wait for their instructions
 - (c) Ask the casualty to run to the First Aid room so that can rest there
 - (d) Call 000 and only follow the dispatcher's advice as the ASCIA Plan may be incorrect
- Question 71 The difference between Allergy and Intolerance is ...
- (a) An Intolerance is no different than an allergy
 - (b) An Intolerance affects the immune system
 - (c) An Allergy affects the Immune system
 - (d) Only children develop allergies
- Question 72 According to an Anaphylaxis ASCIA Action Plan, you need to do which of the following in order of priority when someone is displaying signs of Anaphylaxis?
- (a) Lay Person flat, Administer the Adrenaline, Call 000
 - (b) Call 000 and wait for instructions to continue
 - (c) Stand casualty, Call 000 then Administer the adrenaline
- Question 73 When someone is displaying signs of Anaphylaxis and you are on the phone to Emergency Services, what information is important to convey? (choose all correct answers)
- (a) The time the anaphylactic reaction started
 - (b) The time you administered the adrenaline
 - (c) The names of everyone present
 - (d) The vital signs of the casualty
- Question 74 In the education sector, Anaphylaxis Management Plans for students diagnosed at risk of anaphylaxis must include their ASCIA Action Plan, a Communication Plan, an Individual Risk Minimisation Plan, a Staff Training Plan and an Emergency Response Plan.
- (a) True
 - (b) False
- Question 75 How can you identify individual's at risk of Allergies and Anaphylaxis in your workplace?
- (a) On initial enrolment
 - (b) During the staff induction process
 - (c) After an incident
 - (d) All of the above
- Question 76 What sort of information should be included in your workplace Communication Plan? (choose all correct answers)
- (a) Identities of individuals with allergies and their ASCIA Action Plans
 - (b) Risk identification and minimisation strategies and information
 - (c) Signs, symptoms, triggers and the First Aid management of allergies
 - (d) Roles and responsibilities of individuals responding to the allergic reactions

Venomous Bites and Stings / Poisons

- Question 77 What is the first aid management for a redback spider bite?
- (a) No treatment is required.
 - (b) Apply a cold compress to the area and seek help.
 - (c) Apply a heat pack to the area and seek help.
 - (d) Apply vinegar and seek help.
- Question 78 While on camp, a student is bitten on the lower leg by a snake. You should immediately ...
- (a) apply a tourniquet above the bite site and rest the casualty. Send for help.
 - (b) search for the snake and kill it for positive identification. Send for help.
 - (c) rest the casualty, apply a bandage over the bite site and mark it, then bandage and immobilise the entire limb. Send for help.
 - (d) cut the bitten area to assist drainage of the venom from the blood stream. Send for help.
- Question 79 What is the first aid management for a conscious casualty who has swallowed a poisonous substance?
- (a) Do not induce vomiting, call 13 11 26 and follow their advice
 - (b) Make the person vomit and call an ambulance
 - (c) Give soapy water to drink and call the Poisons information Centre
- Question 80 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 or flick out the barb
- Question 81 How would you assist a person who is suspected of using recreational drugs, is suffering from dehydration and is obviously hot and very distressed?
(Choose all answers that apply)
- (a) Move the person to a cool, quiet area
 - (b) Fan them, offer sips of water and seek medical help
 - (c) Advise them to be quiet and to get off the premises
 - (d) Offer them a blanket and a hot drink

Infection Control

- Question 82 If possible, what safe work procedure should you take before treating a bleeding casualty?
- (a) Wash the casualty
 - (b) Wear disposable gloves
 - (c) Rub hands with disinfectant
 - (d) Spray the injured area on the casualty with disinfectant
- Question 83 You have been splashed with bodily fluids and blood while applying first aid treatment to a casualty. What should you do?
- (a) Wash the area with soap and water as soon as practical
 - (b) Only wash in undiluted disinfectant
 - (c) Don't worry about it
 - (d) Wash the area with antiseptic
- Question 84 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 and wash with warm water and soap
 - (c) Pat dry and cover with waterproof occlusive dressing
 - (d) Ensure any sharps are disposed of safely
 - (e) Seek Medical advise

Control of Bleeding / Shock / Crush Injury

- Question 85 A student has cut himself with a sharp knife in cooking class and the wound is spurting bright red blood. This blood is probably coming from a ...
- (a) vein
 - (b) artery**
 - (c) capillary
- Question 86 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 87 A child 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 and water and 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
- Question 88 When treating a nose bleed, the maximum time to allow for bleeding to be controlled before seeking medical assistance is ...
- (a) 15 minutes
 - (b) 30 minutes
 - (c) 20 minutes**
- Question 89 What is the best method for dealing with an amputated part?
- (a) Pack the amputated part in ice and call 000.
 - (b) Wash the amputated part, then seal in a plastic bag and call 000.
 - (c) Seal the amputated part in a plastic bag, float it in chilled water and call 000.**
 - (d) Call 000 and wait for further advice.
- Question 90 A student has cut their hand on a blade in Woodwork and their hand is bleeding heavily. You should ...
- (a) Remove the danger, apply direct pressure with a pad, bandage, rest them and seek medical assistance**
 - (b) Apply a constrictive bandage/tourniquet and then get them to rest
 - (c) Wash the wound, elevate then apply a constrictive bandage and call 000

- Question 91 Following an accident, you suspect a casualty is suffering from shock. How would you treat this? (Choose all that apply)
- (a) Control any external bleeding
 - (b) Lie casualty down and elevate their legs if no leg injury
 - (c) Not give any food or drink, even if they say they're thirsty
 - (d) Maintain body temperature and seek urgent medical help
- Question 92 A work colleague says that she has a severe earache and begins bleeding from the ear. To manage her condition, you would ... (choose all answers 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 93 You are called to attend to a colleague, lying with their legs pinned under an overturned bookcase. They've been trapped there for over 2 hours before being found. You should call emergency services and follow their advice as what to do next.
- (a) True
 - (b) False

Soft Tissue and Eye Injuries

- Question 94 When using ice for first aid treatment of an adult with a soft tissue injury, what is the maximum time an ice compress should be left in place?
- (a) 5 minutes
 - (b) 10 minutes – checking every 5 minutes
 - (c) 15 minutes – checking every 5 minutes
 - (d) 20 minutes – checking every 10 minutes
- Question 95 In the treatment of a soft tissue injury, what does RICER 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 96 When in doubt about a soft tissue injury you should treat it as a ...
- (a) Sprain
 - (b) Strain
 - (c) Fracture
 - (d) Dislocation
- Question 97 What is the best way to manage a dislocation?
- (a) Immediately relocate the dislocation and apply an ice pack to the joint.
 - (b) Relocate the dislocation and seek medical assistance.
 - (c) Use RICER principles, immobilise the limb in the position of most comfort and seek medical assistance.
 - (d) Apply a compression bandage, then carefully relocate the dislocation.
- Question 98 It is important to remove penetrating objects from the eyes.
- (a) True
 - (b) False
- Question 99 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 100 A youth has been assaulted, resulting in their right eye becoming blackened, closed and very painful. You should ...
- (a) reassure, rest and apply an ice compress to the eye to reduce the swelling
 - (b) reassure, rest and lightly pad and bandage the right eye
 - (c) reassure, rest and lightly pad both eyes and transfer to medical aid

Burns and Scalds

- Question 101 Which of the following are classified as serious burns?
(Choose all answers that apply)
- (a) any deep burns, particularly in Infants/Children
 - (b) superficial burn involving 9% for an Adult and 5% for Infants and Children
 - (c) Burns to the hands and feet, armpits, genitalia
 - (d) suspected inhalation burn
- Question 102 A student is on fire after trying to light a bunsen burner. Tell them to ...
- (a) run to the sink
 - (b) stop, drop and roll
 - (c) remove all clothing as quickly as possible
 - (d) stand still while you get the fire extinguisher
- Question 103 How long should you irrigate a dry or wet burn?
- (a) Up to 5 minutes
 - (b) Up to 20 minutes
 - (c) Up to 40 minutes
 - (d) Up to an hour
- Question 104 An urn which is half full of boiling water is accidentally knocked and spills over the front of a colleague. You should IMMEDIATELY:
- (a) remove the casualty's clothes and apply butter to the burn.
 - (b) apply cold running water for up to 20 minutes, carefully remove the clothing, cover the area with a clean non-stick dressing, seek urgent medical aid.
 - (c) apply cold running water for up to 40 minutes and carefully remove the clothing, cover the area with a clean non-stick dressing.
 - (d) apply ice directly to the burn area.
- Question 105 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 answers 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 and other complications.
 - (d) you only need to manage the small burn on his hand and no further action is required.

Head, Neck and Spinal Injuries

- Question 106 A young boy suffers a blow to the head causing him to lose consciousness. He is breathing. You should ..
- (a) Lift him 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, monitor vital signs and arrange for parents to be notified.
 - (d) Leave them in the position they fell into, and then call an ambulance.
- Question 107 A colleague was changing a light bulb by standing on her chair. She slips and falls onto her back. The **most** important indicator of a possible spinal injury is the ...
- (a) amount of pain that they have
 - (b) numbness and/or tingling of an area
 - (c) history of the event/incident
- Question 108 All spinal injuries are obvious as the casualty will not be able to move.
- (a) True
 - (b) False
- Question 109 What are some possible symptoms of a head injury needing urgent medical advice? (Choose all answers that apply)
- (a) Slurred speech
 - (b) Nausea / vomiting
 - (c) Loss of consciousness
 - (d) Blurred vision
- Question 110 A child has fallen and has struck their head heavily on the ground. The child is confused, is complaining of a headache and doesn't remember the incident. You should...
- a) allow the child to sleep or rest till the parent can pick them up .
 - b) rest and reassure, slightly raise the head and shoulders to reduce the pressure within his head. Seek medical advice and then inform parent of the incident.
 - c) give some medication for the headache.
 - d) tell the child to walk around and it will become better.

Fracture Management / Abdominal Injury

- Question 111 The main aim of managing fractures is to...
- (a) Put the broken bones back into place to reduce pain
 - (b) Prevent further movement of the broken bones and make the casualty comfortable
- Question 112 To manage a limb fracture, you should first ...
- (a) stop any bleeding, re-position the limb and send for help
 - (b) stop any bleeding, then immobilise the joints above and below the fracture
 - (c) check the circulation in the limb then apply ice to the fracture site
- Question 113 What is the first aid management for a suspected fractured jaw in a conscious person?
- (a) Sit person up, leaning slightly forward, supporting their own jaw.
 - (b) Place person into recovery position and tie jaw with a bandage.
 - (c) Leave person in the position found and do not touch jaw.
 - (d) Lie person flat and bandage jaw.
- Question 114 A child falls heavily onto some rocks causing severe abdominal pain. The management for a casualty with this injury is to ... (Choose all answers that apply)
- (a) get casualty to walk about to ease pain
 - (b) give casualty a warm drink to help with the shock process
 - (c) give casualty nothing to eat or drink
 - (d) lie them on their back with knees raised and arrange medical assistance

General Medical Conditions

- Question 115 What are the 2 most common indicators of a heart attack?
(choose all correct answers)
- (a) swollen tongue
 - (b) sweating
 - (c) pain
 - (d) hot, dry skin
- Question 116 A young child in your care has a high fever and has started to convulse (febrile convulsion). You should ...
- (a) sit them up and give them something to drink
 - (b) ask others to help you pick them up and carry to a bed.
 - (c) protect from danger, place on side to protect airway, ensure minimal clothing. Seek medical assistance.
 - (d) splash some water over the child to wake her up.
- Question 117 A student known to have epilepsy has a seizure and collapses to the floor . You should...
- (a) restrict her movements by holding her down and call 000.
 - (b) wait for the seizure to stop however long it lasts. No need to provide assistance.
 - (c) protect her from injury and when fitting has stopped, roll her into a recovery position. Call 000.
 - (d) try to get her to have a sugary drink to stop the seizure.
- Question 118 A person is found confused and is partly paralysed on one side. 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) Lay the person on their back, give aspirin and call 000.
 - (d) Leave the person in the position found and call 000.
- Question 119 In Australia, very few people die from heart attack caused by coronary heart disease.
- (a) True
 - (b) False
- Question 120 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 and reassure, call 000 and monitor vital signs.
 - (c) Monitor vital signs and see if the problem gets better after 20 minutes.

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- Question 121 A colleague known to have diabetes has been running PE all day. You find them sitting on the ground looking confused and talking to themselves. You need to ...
- (a) Give a sugary drink or lolly, monitor and seek medical advice if they don't improve
 - (b) Place on their back and call an ambulance
 - (c) Place into recovery position, follow BLS flow chart and call an ambulance
- Question 122 What is the first aid management for a person suffering a diabetic episode who 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) Lay person on their back and administer insulin.
- Question 123 If a person with a history of angina is suffering chest pain and they have taken a maximum dosage of their medication. What should you do?
- (a) Give them more medication.
 - (b) Rest the person, call an ambulance and monitor vital signs.
 - (c) Phone the local doctor.
 - (d) Rest the person and give the medication more time to work.
- Question 124 A colleague is displaying signs of having a stroke. You need to act F.A.S.T. This stands for..
- (a) Face, Arms, Speech, Temperature
 - (b) Face, Arms, Speech, Time
 - (c) Feet, Arms, Spelling, Tongue
 - (d) Feet, Airways, Signs, Time

Extremes of Temperature

- Question 125 You have been working outside in the heat all day, when you notice that your friend, who hasn't been drinking, falls to the ground, is very hot to touch and has stopped sweating. They are still conscious. What should you do?
- (a) Sit your friend upright, give cold water, remove clothing and seek medical aid.
 - (b) Move them to a cool location, remove all unnecessary clothing and lay them down with head and shoulders slightly raised. Cover with cold water, apply cold packs to armpits and groin, give frequent sips of water and seek urgent medical aid.
 - (c) Lay your friend down, cool with water, give an alcoholic drink and seek medical aid.
 - (d) Move your friend to nearest cool position, sit upright, remove clothing, give large amounts of water and seek urgent medical aid.
- Question 126 To treat a conscious casualty suffering from hypothermia ...
- (a) place them in a hot bath, give them a hot drink and seek medical attention.
 - (b) make them exercise vigorously to warm up and seek medical attention.
 - (c) give them a drink of brandy to warm up and seek medical attention.
 - (d) replace any wet clothes with dry ones, place insulating material around them, seek shelter and seek medical attention
- Question 127 A child care worker appears to be suffering from heat exhaustion. How would you treat this person? (Choose all answers 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) Seek medical attention if they don't improve or are deteriorating

Vital Signs / Handover

- Question 128 Vital Signs are a measure of a person's ... (Choose all answers that apply)
- (a) Pulse
 - (b) Breathing
 - (c) Conscious state
 - (d) Skin state
- Question 129 When handing over a person to a healthcare professional, you should tell them ... (Choose all answers 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) what actions you have taken

Stress Management and Debriefing / First Aid Training

- Question 130 A seriously ill child has been taken by ambulance to hospital. What procedures should follow this incident? (Choose all answers that apply)
- (a) Continue the day's program as if nothing had happened.
 - (b) Recognise that you, other staff and children may be affected by the event.
 - (c) Talk with the children about how they are feeling in response to the incident.
 - (d) Talk with other staff about the incident, but don't worry about the children because they're too young to understand what's happened anyway.
- Question 131 What are the benefits of a debriefing evaluation and discussion session after an emergency incident? (Choose all answers that apply)
- (a) Provides an opportunity to criticize others
 - (b) Recognise that you and others may be affected by the event.
 - (c) Provides an opportunity to discuss your feelings
 - (d) Consider whether or not formal counselling is needed
- Question 132 What support mechanisms are available to first aiders suffering from the psychological impact of their involvement in a critical incident? (Choose all answers that apply)
- (a) Understanding friends and family
 - (b) Professional Counselling services
 - (c) Telephone crisis support: Lifeline 13 11 14
 - (d) Social Media such as Facebook and Twitter
- Question 133 In Education and Care Services, First Aiders should undertake refresher training to update their First Aid training and skills, at least once ...
- (a) every 3 years
 - (b) every 5 years
 - (c) every 10 years
- Question 134 The Australian Resuscitation Council (ARC) recommends refresher training for CPR to be undertaken ...
- (a) every 3 years
 - (b) every 5 years
 - (c) every 12 months
- Question 135 You have recently participated in a CPR course and have no other first aid training. You come across someone who appears to have broken their arm. You are unsure of what to do. You should ...
- (a) make sure they are standing still, then run to find someone to help
 - (b) know your limitations and call 000 for assistance
 - (c) apologise to the person and walk away

Course Information

HLTAID004

Provide an emergency first aid response in an education and care setting

Course Outcome

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

Entry Requirements

There are no prerequisite units or courses. Candidates will need oral communication skills that are sufficient to make an accurate verbal report of a first aid incident to emergency response services and workplace supervisor. It is recommended that participants have literacy and numeracy skills equivalent to Level 2 as described in the Certificates of General Education for Adults.

Certification

To qualify for a nationally-recognised Statement of Attainment, students must successfully complete both knowledge and practical skill assessments for this unit.

The Statement of Attainment will be valid for 3 years and the Australian Resuscitation Council recommends refresher training for the CPR 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 a verbal report associated with demonstrations of the practical skills and 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 demonstrating they have the required knowledge for this unit, the candidate must demonstrate the ability to complete the required tasks, in line with regulatory requirements, Australian Resuscitation Council guidelines and workplace procedures.

Facilities and Equipment

Practical training should be conducted using a resuscitation manikin, training AED, placebo puffer and spacer, training auto-injector (eg training EpiPen), bandages and other first aid materials and equipment as appropriate.