

Running a first aid room and associated services can sometimes be complex and requires constant attention to ensure an appropriate response can be provided when required. This module looks briefly at response plans, maintaining equipment schedules, and the importance of debriefing after critical incidents.

The following information briefly outlines the content of the **Manage First Aid Services and Resources – HLTAID008** module.

When receiving an accredited certificate, it should contain the code HLTAID008 prominently, if issued after the 1st of July, 2014.

The participants will be required to be physically and mentally capable of meeting the above outlined assessment criteria to be awarded the Statement of Attainment HLTAID008 Manage First Aid Services and Resources, otherwise certification cannot be provided.

Information gathered from the Australian Government Training website – www.training.gov.au.

Assessment must include, but not necessarily limited to:

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

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

- conducted a workplace risk assessment
- developed a first aid response plan including strategies for management of incidents
- used a first aid checklist to service a workplace first aid kit for supplies' replacement and equipment maintenance
- maintained first aid equipment and resources according to manufacturer's instructions
- used and maintained documentation required by the workplace and regulatory authorities.

On successful completion, the participants will have the underpinning knowledge and skillsets.

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

- state/territory regulations, first aid codes of practice and workplace procedures including:
- workplace requirements for first aid provision in line with the relevant state/territory Work Health and Safety requirements
- duty of care in relation to first aid provision
- safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals
- infection control principles and procedures, including use of standard precautions based on incident
- requirements for currency of skill and knowledge
- legal, workplace or community issues relating to the provision of CPR including:
- awareness of potential need for stress-management techniques and available support following an emergency situation
- consent
- capabilities of emergency management services
- privacy and confidentiality requirements
- importance of debriefing.