

CPR training forms the basis of all the first aid training modules.

The early implementation of effective CPR when cardiac arrest is recognised, will improve the survival opportunities for the casualty.

Train your staff in this critical skillset, and give them the knowledge to apply an AED when required.

The following information briefly outlines the content of the **Cardio-Pulmonary Resuscitation (CPR) module HLTAID001** module.

When receiving an accredited certificate, it should contain the code HLTAID001 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 HLTAID001 Provide Cardiopulmonary Resuscitation, 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:

Performance Evidence

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

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

- Followed DRSABCD in line with ARC guidelines, including:
 - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor

- performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- responded appropriately in the event of regurgitation or vomiting
- managed the unconscious breathing casualty
- followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- followed the prompts of an automated external defibrillator (AED)
- Responded to at least one simulated first aid scenario contextualised to the candidate's workplace/community setting, including:
 - demonstrated safe manual handling techniques
 - provided an accurate verbal or written report of the incident

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:
 - ARC Guidelines relevant to the provision of CPR
 - safe work practices to minimise risks and potential hazards
 - infection control principles and procedures, including use of standard precautions
 - requirements for currency of skill and knowledge
- Legal, workplace and community considerations, including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation
 - duty of care requirements
 - respectful behaviour towards a casualty
 - own skills and limitations
 - consent
 - privacy and confidentiality requirements
 - importance of debriefing
- Considerations when providing CPR, including:
 - airway obstruction due to body position
 - appropriate duration and cessation of CPR
 - appropriate use of an AED
 - chain of survival
 - standard precautions

- Basic anatomy and physiology relating to:
 - how to recognise a person is not breathing normally
 - chest
 - response/consciousness
 - upper airway and effect of positional change

Basic skillsets to provide assistance to the ill or injured are what the participants will learn about and practice in this module.

It adds to the core subject matter of the Provide First Aid module, and is a good introduction to basic first aid.

The following information briefly outlines the content of the **Provide Basic Emergency Life Support - HLTAID002** module.

When receiving an accredited certificate, it should contain the code HLTAID002 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 HLTAID002 Provide Basic Emergency Life Support, 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 in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:
 - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
 - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
 - responded appropriately in the event of regurgitation or vomiting
 - managed the unconscious breathing casualty

- followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least one simulated first aid scenario contextualised to the candidate's workplace/community setting, including:
 - demonstrated safe manual handling techniques
 - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
 - allergic reaction
 - anaphylaxis
 - bleeding control
 - choking and airway obstruction
 - respiratory distress, including asthma
 - shock

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:
 - ARC Guidelines relevant to provision of CPR and first aid
 - safe work practices to minimise risks and potential hazards
 - Infection control principles and procedures, including use of standard precautions
 - requirements for currency of skill and knowledge
- legal, workplace and community considerations, including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation
 - duty of care requirements
 - respectful behaviour towards a casualty
 - own skills and limitations
 - consent
 - privacy and confidentiality requirements
 - importance of debriefing
- considerations when providing basic emergency life support, including:
 - airway obstruction due to body position
 - appropriate duration and cessation of CPR
 - appropriate use of an AED

- chain of survival
- standard precautions
- principles and procedures for first aid management of the following scenarios:
 - allergic reaction
 - anaphylaxis
 - bleeding control
 - cardiac conditions, including chest pain
 - choking and airway obstruction
 - respiratory distress, including asthma
 - shock
 - stroke
- basic anatomy and physiology relating to:
 - considerations in provision of first aid for specified conditions
 - chest
 - how to recognise a person is not breathing normally
 - response/consciousness
 - upper airway and effect of positional change

Provide First Aid is the minimum standard of first aid that industry generally recognises, and it incorporates the basic knowledge and skillsets to provide assistance until further medical help is obtained when required. It is designed to give the participant the confidence to provide help when required.

The following information briefly outlines the content of the **Provide First Aid - HLTAID003** module.

When receiving an accredited certificate, it should contain the code HLTAID003 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 HLTAID003 Provide First Aid, 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:

Performance Evidence

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

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

- Followed DRSABCD in line with ARC guidelines, including:
 - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
 - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface

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

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

Knowledge Evidence

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

- State/Territory regulations, first aid codes of practice and workplace procedures including:
 - ARC Guidelines relevant to provision of CPR and first aid
 - safe work practices to minimise risks and potential hazards
 - infection control principles and procedures, including use of standard precautions
 - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation

- duty of care requirements
- respectful behaviour towards a casualty
- own skills and limitations
- consent
- privacy and confidentiality requirements
- importance of debriefing
- considerations when providing first aid including:
 - airway obstruction due to body position
 - appropriate duration and cessation of CPR
 - appropriate use of an AED
 - chain of survival
 - standard precautions
 - how to conduct a visual and verbal assessment of the casualty
- principles and procedures for first aid management of the following scenarios:
 - abdominal injuries
 - allergic reaction
 - anaphylaxis
 - basic care of a wound
 - bleeding control
 - burns
 - cardiac conditions, including chest pain
 - choking and airway obstruction
 - crush injuries
 - diabetes
 - dislocations
 - drowning
 - envenomation
 - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
 - eye and ear injuries
 - fractures
 - febrile convulsions
 - head, neck and spinal injuries
 - minor skin injuries
 - needle stick injuries
 - poisoning and toxic substances
 - respiratory distress, including asthma
 - seizures, including epilepsy
 - shock
 - soft tissue injuries, including strains and, sprains
 - stroke

- unconsciousness
- basic anatomy and physiology relating to:
 - how to recognise a person is not breathing normally
 - chest
 - response/consciousness
 - upper airway and effect of positional change
 - considerations in provision of first aid for specified conditions

This module is orientated to providing training to those that work not only in the educational setting, but also in the childcare industry and related activities. The content is adapted towards children, and discussion is included on some of the more common problems associated with casualties of this nature.

The following information briefly outlines the content of the **Provide an Emergency First Aid Response in an Educational Setting – HLTAID004** module.

When receiving an accredited certificate, it should contain the code HLTAID004 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 HLTAID004 Provide an Emergency First Aid Response in an Educational Setting, 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 in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:
 - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
 - Performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on a child resuscitation manikin placed on the floor
 - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface

- responded appropriately in the event of regurgitation or vomiting
- managed the unconscious breathing casualty
- followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least three simulated first aid scenarios contextualised to the candidate's workplace/community setting, and involving infants and children of varying ages including:
 - conducted a visual and verbal assessment of the casualty
 - demonstrated safe manual handling techniques
 - post-incident debrief and evaluation
 - provided an accurate verbal and written report of the incident
 - conducted a hazard assessment and identified strategies to minimise risk
- Applied first aid procedures for the following:
 - allergic reaction
 - anaphylaxis
 - bleeding control
 - choking and airway obstruction
 - envenomation, using pressure immobilisation
 - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation principles techniques
 - head injuries
 - poisoning
 - respiratory distress, including asthma
 - seizures & convulsions, including febrile convulsions and epilepsy
 - shock
- Located and interpreted workplace policies and procedures

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:
 - ARC Guidelines for provision of CPR and first aid to infants, children and adults
 - guidelines from Australian national peak clinical bodies
 - safe work practices to minimise risks and potential hazards
 - first aid requirements for services under the Education and Care Services National Law

- infection control principles and procedures, including use of standard precautions
- requirements for currency of skill and knowledge
- legal, workplace and community considerations, including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation, including the psychological impact on children
 - duty of care requirements
 - respectful behaviour towards a casualty
 - own skills and limitations
 - consent, including situations in which parental/caregiver consent is required
 - privacy and confidentiality requirements
 - importance of debriefing
- considerations when providing first aid including:
 - airway obstruction due to body position
 - appropriate duration and cessation of CPR
 - appropriate use of an AED, including placement of pads for adults and children aged older than 8 years
 - specific considerations when using an AED on children aged between 1 and 8 years, including identification of AED with paediatric capability, paediatric voltage and use of paediatric pads
 - chain of survival
 - standard precautions
 - how to conduct a visual and verbal assessment of the casualty
- principles and procedures for application of first aid management of the following scenarios:
 - abdominal injuries
 - allergic reaction
 - anaphylaxis, including signs, symptoms and triggers and using different types of adrenaline auto injectors
 - asthma, including signs, symptoms and triggers and using different types of bronchodilators
 - basic care of a wound
 - bleeding control
 - burns
 - cardiac conditions, including chest pain
 - choking and airway obstruction
 - crush injuries
 - diabetes
 - dislocations
 - drowning
 - envenomation

- environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
- eye and ear injuries
- febrile convulsions
- fractures
- head, neck and spinal injuries
- minor skin injuries
- needle stick injuries
- poisoning and toxic substances
- respiratory distress
- seizures, including epilepsy
- shock
- soft tissue injuries, including sprains and strains
- stroke
- unconsciousness
- basic anatomy and physiology relating to:
 - how to recognise a person is not breathing normally
 - chest
 - infant respiratory systems and implications for provision of CPR
 - basic anatomical differences between adults and children, and the implications for provision of first aid
 - normal clinical values for children
 - response/consciousness
 - upper airway and effect of positional change

Remote area injury and illness can create problems for the first aiders if emergency service response and access is going to be difficult or delayed. This module introduces information and techniques for the first aider to help combat these difficulties.

The following information briefly outlines the content of the **Provide First Aid in Remote Situations – HLTAID005** module.

When receiving an accredited certificate, it should contain the code HLTAID005 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 HLTAID005 Provide First Aid in a Remote Situation, 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:

Performance Evidence

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

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

- Followed DRSABCD in line with ARC guidelines, including:
 - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
 - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
 - responded appropriately in the event of regurgitation or vomiting
 - managed the unconscious breathing casualty

- followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least three simulated first aid scenarios contextualised to the candidate's remote and/or isolated situation:
 - demonstrated safe manual handling techniques
 - conducted a visual and verbal secondary survey assessment of the casualty
 - assessed vital signs, including respirations, pulse and temperature
 - post-incident debrief and evaluation
 - provided an accurate verbal and written report of the incident
- Applied first aid response in a remote situation for the following:
 - allergic reaction
 - anaphylaxis
 - basic care of a wound
 - bleeding control
 - choking and airway obstruction
 - envenomation, using pressure immobilisation
 - environmental impacts, including hypothermia, hyperthermia, dehydration and heat stroke
 - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
 - head, neck and spinal injuries, using immobilisation principles
 - respiratory distress, including asthma
 - shock

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:
 - ARC guidelines relevant to provision of CPR and first aid
 - safe work practices to minimise risks and potential hazards
 - infection control principles and procedures, including use of standard precautions
 - requirements for currency of skill and knowledge

- legal, workplace and community considerations including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation
 - duty of care requirements
 - respectful behaviour towards a casualty
 - own skills and limitations
 - consent
 - privacy and confidentiality requirements
 - importance of debriefing
- considerations when providing first aid, including:
 - airway obstruction due to body position
 - appropriate duration and cessation of CPR
 - appropriate use of an AED
 - chain of survival
 - standard precautions
 - how to conduct a visual and verbal secondary survey assessment
 - assessment and interpretation of vital signs, including respirations, temperature and pulse
- principles and procedures for first aid management of the following scenarios, contextualised to the candidate's remote and/or isolated situation:
 - abdominal injuries
 - allergic reaction
 - anaphylaxis
 - basic care of a wound
 - bleeding control
 - burns
 - cardiac conditions, including chest pain
 - choking and airway obstruction
 - crush injuries
 - diabetes
 - dislocations
 - drowning
 - envenomation
 - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
 - eye and ear injuries
 - febrile convulsions
 - fractures
 - head, neck and spinal injuries
 - minor skin injuries
 - needle stick injuries

- poisoning and toxic substances
- respiratory distress, including asthma
- seizures, including epilepsy
- shock
- soft tissue injuries, including sprains and strains
- stroke
- unconsciousness
- remote considerations in the provision of first aid, including:
 - typical hazards and strategies for preparing supplies to address contingencies
 - management options relating to transporting casualty, including aero-medical evacuation
 - how to identify and prepare areas for safe evacuation, including aero-medical evacuation
 - how and when to access emergency response services
 - communication systems, equipment and methods available in remote situations
 - priorities of management in first aid when dealing with life-threatening conditions
 - specific considerations contextualised to alpine, desert, marine, rural/remote settings and tropical environments
- basic anatomy and physiology relating to:
 - how to recognise a person is not breathing normally
 - chest
 - response/consciousness
 - upper airway and effect of positional change
 - considerations in provision of first aid for specified conditions, including specific considerations for remote settings

Advanced first aid introduces the skills for more advanced spinal immobilisation and casualty movement using team work and lifting devices.

These skills potentially provide better care for the casualty when there is suspicion of spinal injury.

The following information briefly outlines the content of the **Provide Advanced First Aid – HLTAID006** module.

When receiving an accredited certificate, it should contain the code HLTAID006 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 HLTAID006 Provide Advanced First Aid, 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:

Performance Evidence

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

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

- followed DRABC in line with ARC guidelines, including:
- performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor

- performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- performed at least 2 minutes of Bag-valve-mask ventilation and at least 2 minutes of compression during a two rescuer procedure on an adult resuscitation manikin placed on the floor
- responded appropriately in the event of regurgitation or vomiting
- managed the unconscious breathing casualty
- followed the prompts of a Automated External Defibrillator (AED)
- followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- responded to at least three simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
 - demonstrated safe manual handling techniques
 - conducted a visual and verbal secondary survey assessment of the casualty
 - assessed vital signs (respirations, pulse and temperature)
 - communicated effectively with a first aid team providing direction and coordination of other first aiders
 - post-incident debrief and evaluation
 - provided an accurate verbal and written report of the incident
- applied first aid procedures for the following:
 - allergic reaction
 - anaphylaxis
 - bleeding control
 - choking and airway obstruction
 - conducted a basic triage for multiple casualty incident
 - envenomation (using pressure immobilisation)
 - fractures, sprains and strains (using arm slings, roller bandages or other appropriate immobilisation principles)
 - head, neck and spinal injuries (using immobilisation principles)
 - respiratory distress - including asthma
 - seizures - including epilepsy
 - shock
- located and interpreted workplace policies and procedures

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

Knowledge Evidence

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

- State/Territory regulations, first aid codes of practice and workplace procedures including:
 - ARC guidelines relevant to provision of CPR and first aid
 - guidelines of Australian national peak clinical bodies
 - 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
 - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation
 - capabilities of emergency management services
 - consent
 - duty of care requirements
 - importance of debriefing
 - own skills and limitations
 - legal requirements of administration of medication and the rights and responsibilities of the First Aider in the workplace regarding medication
 - privacy and confidentiality requirements
 - respectful behaviour towards a casualty
- considerations when providing first aid including:
 - airway obstruction due to body position
 - appropriate duration and cessation of CPR
 - appropriate use of an AED
 - assessment and interpretation of vital signs, including respirations, temperature and pulse
 - chain of survival
 - how to conduct a visual and verbal secondary survey assessment of casualty
 - priorities of management in first aid when dealing with life-threatening conditions
 - procedures for dealing with casualties who are aged or infirmed
 - procedures for dealing with major and minor accidents in the workplace
 - procedures when providing first aid to children
 - standard precautions
- principles and procedures for first aid management of the following scenarios, including complications:
 - abdominal injuries
 - allergic reaction

- anaphylaxis
- basic care of a wound
- bleeding control
- burns, including thermal, chemical, friction and electrical
- cardiac conditions, including chest pain
- choking and airway obstruction
- crush injuries
- diabetes
- drowning
- emergency childbirth
- envenomation
- environmental impact including hypothermia, hyperthermia, dehydration and heat stroke
- eye and ear injuries
- febrile convulsions
- head, neck and spinal injuries
- levels of consciousness
- needle stick injuries
- poisoning and toxic substances
- respiratory distress, including asthma
- seizures, including epilepsy
- shock
- skin injuries
- soft tissue musculoskeletal, including injuries including sprains, strains, dislocations and fractures
- stroke
- substance misuse, including common drugs and alcohol, including illicit drugs
- basic anatomy and physiology relating to:
 - how to recognise a person is not breathing normally
 - chest, skeleton, joints and muscles
 - response/level of consciousness
 - upper airway and effect of positional change
 - considerations in provision of first aid for specified conditions

Advanced resuscitation gives participants the skills to administer oxygen via multiple methods such as portable oxygen equipment, therapy mask, ventilating the casualty who requires assistance with breathing difficulties, and airway adjuncts to help maintain their airway.

These skills can be vital for preventing possible death or deterioration of the casualty when breathing and air/oxygen deprivation is of concern.

The following information briefly outlines the content of the **Provide Advanced Resuscitation – HLTAID007** module.

When receiving an accredited certificate, it should contain the code HLTAID007 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 HLTAID007 Provide Advanced Resuscitation, 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:

Performance Evidence

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

The demonstrated evidence is performed in line within state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures.

- Followed DRSABCD in line with ARC guidelines, including:
- performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor

- performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- performed at least 2 minutes of bag-valve-mask ventilation and at least 2 minutes of compression on an adult resuscitation manikin placed on the floor
- responded appropriately in the event of regurgitation or vomiting
- managed the unconscious breathing casualty
- followed the prompts of an Automated External Defibrillator (AED)
- followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- conducted a visual and verbal secondary survey assessment of the casualty
- assessed vital signs (respirations, pulse and temperature)
- responded to at least three simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
 - demonstrated safe manual handling techniques
 - clearing the airway using a suction device
 - post-incident debrief and evaluation
 - provided an accurate verbal and written report of the incident
- selected and inserted an oropharyngeal airway adjunct
- administered oxygen to an unconscious/conscious casualty, including:
 - selected and prepared correct oxygen equipment
 - administered oxygen safely at correct flow rate
- monitored and coordinated maintenance of resuscitation equipment
 - dismantling
 - storage
 - disposal
 - cleaning and decontamination
 - checking and diagnosis of faults
- located and interpreted workplace policies and procedures

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:
 - ARC guidelines relevant to provision of CPR
 - guidelines of Australian national peak clinical bodies

- 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
- requirements for currency of skill and knowledge
- legal, workplace or community considerations including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation
 - capabilities of emergency management services
 - consent
 - duty of care requirements
 - importance of debriefing
 - legal requirements of administration of medication and the rights and responsibilities of the First Aider in the workplace regarding medication
 - own skills and limitations
 - privacy and confidentiality requirements
 - respectful behaviour towards a casualty
- considerations when performing resuscitation including:
 - airway obstruction due to body position
 - appropriate duration and cessation of CPR
 - appropriate use of an AED
 - assessment and interpretation of vital signs (respirations, temperature and pulse)
 - benefits, contraindications and complications with the use of an oropharyngeal airway
 - chain of survival
 - how to conduct a visual and verbal secondary survey assessment
 - standard precautions
- considerations when providing supplementary oxygen, including:
 - benefits, contraindications and complications of providing oxygen to a casualty and of providing suction during the application of advanced resuscitation techniques
 - complications with the use of a bag-valve-mask device and suitable strategies to minimise these
 - selection and operation of oxygen masks and other appropriate delivery devices
- basic anatomy, physiology and toxicology as it relates to the provision of advanced resuscitation, including:
 - basic electrical activity associated with normal and abnormal heart rhythm
 - how to recognise a person is not breathing normally
 - relevant organs of the cardio pulmonary system and their operation
 - response/level of consciousness
 - upper airway and effect of positional change

- methods for cleaning, replenishing, recharging and maintaining resuscitation and oxygen equipment including:
- actions to rectify problems
- procedures to ensure operational readiness
- storage, cleaning, decontamination and safe disposal of consumables
- troubleshooting to identify minor and major faults

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.

Pain management is about giving relief to patients via common relief methods, and also the use of drugs which are schedule 4 and below. It talks about pain and recognising when pain relief is appropriate.

The following information briefly outlines the content of the **Manage Pain Management - PUAEME005A** module.

When receiving an accredited certificate, it should contain the code PUAEME005A 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 PUAEME005A Provide Pain Management, 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:

- *identify appropriate situations to use analgesic drugs during first aid*
- *safely administer analgesic drugs*
- *Accurately document storage and use of restricted analgesic drugs.*

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

- *communicate with casualty to provide comfort and instruction in use of analgesic drugs as required*
- *complete written logs and documentation*
- *request for an ambulance and/or medical assistance according to relevant circumstances and report casualty condition*
- *use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols*
- *contraindications and precautions for the use of analgesic drugs*

- organisational permits for the use of restricted analgesic drugs
- organisational protocols and standard operating procedures covering the storage and administration of restricted drugs
- relevant legislation covering the storage and administration of restricted drugs
- safety procedures for the operation of pressurised gases as relevant to available analgesics
- state/territory regulatory requirements for the currency of skills and knowledge

Occupational First Aid Skillset

The Occupational First Aid skillset combines the Advanced First Aid, Advanced Resuscitation and Manage First Aid Services and Resources modules, to provide participants with the skills, knowledge and ability to provide assistance in the roll of an occupational first aider, while maintaining a first aid room.

A common addition to this skillset is the Provide Pain Relief module, to allow the occupational first aider to give pain relief until more advanced medical aid can be sought.