

HLTAID003 Provide first aid

PROVIDER INFORMATION	
Name of RTO	KMR SAFETY FIRST Pty Ltd
RTO Number	22485
Phone Number	03 9718 1733
Web Site	www.safetyfirst.com.au
Email	safetyfirst@safetyfirst.com.au
ABN Number	82 812 779 573
Registration Details	Our scope of training is listed on the National Training Information Service. The link to our registration can be found at http://training.gov.au
Rights and Responsibilities	<p>This information sheet is designed to be read in conjunction with the Participant Guiding Principles and the Participant Disclosure and must be made available before enrolling into any training course delivered by KMR Safety First. It is a condition of enrolment that an agreement is made that all parties will abide by the terms and conditions outlined in these documents.</p> <p>These forms will be made available at pre-booking and at the commencement of all courses, if you would like to view these documents please contact our office.</p>
COURSE INFORMATION	
Unit Code	HLTAID003
Unit Title	Provide first aid
Description	<p>Provide first aid is a nationally recognised unit of competency that describes the skills and knowledge required to provide 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, include community and workplace settings.</p> <p><i>Specific licensing requirements relating to this competency, including requirements for refresher training should be obtained from the relevant state/ territory Work Health and Safety Regulatory Authority.</i></p>
Award issued	<p>Statement of Attainment in HLTAID003 Provide first aid. This unit stands alone and incorporates the content of unit:</p> <ul style="list-style-type: none"> HLTAID001 Provide cardiopulmonary resuscitation HLTAID002 Provide basic emergency life support
Validity	<p>HLTAID003 Provide first aid must be updated at least every three years from the date of completion. The HLTAID003 Provide first aid certificate may specify additional requirements to keep it valid. For example the CPR component is to be updated and completed every 12 months to keep it current in HLTAID003 Provide first aid</p>

TRAINING YOU TO MAKE A DIFFERENCE

HLTAID003 Provide first aid

Who should attend	The unit applies to all workers who may be required to provide a first aid response in a range of situations, include community and workplace settings.		
Pre-requisites	<p>There are no specific entry requirements or pre-requisites but it is recommended that participants have the Foundation skills described such as language, literacy and numeracy that are essential to performance.</p> <ul style="list-style-type: none"> • Oral communication – in order to make accurate verbal report to emergency response service and workplace supervisor. <p>The remaining foundation skills essentials to perform are explicit in the performance criteria of this unit.</p>		
Fee for service	KMR Safety First provides HLTAID003 Provide first aid training on a fee for services basis.		
Nominal hours	18 hours - Face to face		
Delivery options	2 x 9 hour sessions	4 x 4.5 hour sessions	3 x 6 hour sessions

TRAINING YOU TO MAKE A DIFFERENCE

HLTAID003 Provide first aid

ALIGNMENT WITH UNITS OF COMPETENCY	
Elements to be covered	<ol style="list-style-type: none"> 1. Respond in an emergency situation <ol style="list-style-type: none"> 1.1 Recognise an emergency situation 1.2 Identify, assess and manage immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for first aid response 1.4 Assess the situation and seek assistance from emergency response services where required 2. Apply appropriate first procedures <ol style="list-style-type: none"> 2.1 Perform cardiopulmonary resuscitation (CPR) 2.2 Provide first aid in accordance with established first aid principles 2.3 Display respectful behaviour towards casualty 2.4 Obtain consent from casualty where possible 2.5 Use available resources and equipment to make the casualty as comfortable as possible 2.6 Operate first aid equipment according to manufacturer's instructions 2.7 Monitor the casualty's condition and respond in accordance with first aid principles 3. Communicate details of the incident <ol style="list-style-type: none"> 3.1 Accurately convey incident details to emergency response services 3.2 Report details of incident to workplace supervisor as appropriate 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies 4. Evaluate own performance <ol style="list-style-type: none"> 4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents 4.2 Participate in debriefing to address individual needs
Delivery strategy	<p>Presentation by trainer will follow the HLTAID003 Provide first aid presentation and course syllabus.</p> <p>Demonstrations of various first aid techniques.</p> <p>Practical component of Performing CPR and other first aid techniques will focus on working through case scenarios using the DRSABCD technique; this will be done as individuals and in pairs.</p> <p>Workbook assessment questions will be completed individually at different intervals throughout the course and used to prompt questions for discussion by the group.</p> <p>Completion of Injury Report form in small groups and then reporting back to the group.</p>
Delivery and resources	<ul style="list-style-type: none"> • Delivery of training in a class room setting • Power point presentation covering delivered material • Short video • First aid for life work book • Participant involvement in group activities • Demonstration of CPR and other related first aid techniques

TRAINING YOU TO MAKE A DIFFERENCE

HLTAID003 Provide first aid

	<ul style="list-style-type: none"> • Possible use of on-line pre-course background reading
Performance Evidence	<p>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 demonstrated 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:</p> <ul style="list-style-type: none"> ✓ conducted a hazard assessment and identified strategies to minimise risk ✓ demonstrated safe manual handling techniques ✓ assessed airway, breathing and responsiveness of casualty performed at least four minutes of uninterrupted CPR on both an infant resuscitation manikin and an adult resuscitation manikin placed on the floor, demonstrating the following techniques on each: <ul style="list-style-type: none"> ○ checking for response and normal breathing ○ recognising abnormal breathing ○ opening and clearing the airway ○ using correct hand location, compression depth rate in line with the ARC recommended ratio of compressions and ventilations ○ acting in the event of regurgitation or vomiting ○ following single rescuer procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions ✓ followed the prompts of an Automated External Defibrillator (AED) conducted a verbal secondary survey ✓ applied first aid procedures for the following: <ul style="list-style-type: none"> ○ allergic reactions ○ anaphylaxis ○ asthma ○ basic wound care ○ severe bleeding ○ burns ○ cardiac arrest ○ choking and airway obstruction ○ convulsions ○ envenomation (using pressure immobilisation) ○ fractures, sprains and strains (using arm slings, roller bandages or other appropriate immobilisation techniques) ○ poisoning ○ respiratory distress ○ shock ✓ provided an accurate verbal report of the incident ✓ responded to at least two simulated emergency scenarios contextualised to the candidate's workplace/community setting.
Knowledge evidence	<p>The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria</p>

TRAINING YOU TO MAKE A DIFFERENCE

HLTAID003 Provide first aid

	<p>of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:</p> <ul style="list-style-type: none">✓ state/territory regulations, first aid codes of practice and workplace procedures including:<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">○ airway obstruction due to body position○ appropriate duration and cessation of CPR○ appropriate use of an AED○ standard precautions and infection control✓ principles and procedures for first aid management of the following scenarios:<ul style="list-style-type: none">○ abdominal injuries○ allergic reactions○ anaphylaxis○ bleeding control○ burns○ cardiac conditions○ choking and airway obstruction○ cold and crush injuries○ diabetes○ dislocations○ drowning○ envenomation○ environmental impact (including hypothermia, hyperthermia, dehydration and heat stroke)○ epilepsy○ eye and ear injuries
--	---

TRAINING YOU TO MAKE A DIFFERENCE

HLTAID003 Provide first aid

	<ul style="list-style-type: none"> ○ fractures ○ head, neck and spinal injuries ○ minor skin injuries ○ needle stick injuries ○ poisoning and toxic substances ○ respiratory distress, including asthma and other respiratory conditions ○ seizures ○ severe allergic and anaphylactic reactions ○ shock ○ soft tissue injuries ○ unconsciousness, abnormal breathing or not breathing ○ basic anatomy and physiology relating to: <ul style="list-style-type: none"> ○ absence of normal breathing ○ anatomy of the external chest ○ physiology relating to response/consciousness ○ upper airway anatomy and effect of positional change ○ anatomy and physiology considerations in provision of first aid for specified conditions
<p>Assessment strategy</p>	<ul style="list-style-type: none"> • A scenario competency assessment will be completed; the participant will be expected to demonstrate the essential skills and knowledge as detailed in this document. • Demonstration of CPR procedures, including adult child and infant casualties using a resuscitation Manikin in line with Australian Resuscitation Council Guidelines. • Demonstration of various first aid techniques, as an individual and as working as part of a first aid team. • Workbook assessment questions are to be completed within class time and reviewed as a group, participant is to be observed participating in discussions • The assessor must ensure that all Performance Criteria as detailed on Assessment Sheet is met and both assessor and participant are required to sign. • All assessment outcomes must be transferred to the HLTAID003 Provide first aid Information Sheet and all documentation retained in the course folder
<p>Assessment Includes</p>	<p>Assessment will be conducted using a range of methods including case scenarios, questioning, written assessment and practical skills demonstration, assessment strategies will be based on the principles of consistency, fairness, validity and reliability.</p>

TRAINING YOU TO MAKE A DIFFERENCE

HLTAID003 Provide first aid

	<p>To gain a statement of attainment in HLTAID003 Provide first aid participants will have to achieve competency in:</p> <p>Practical assessment:</p> <ul style="list-style-type: none"> • Participation in group and individual scenarios • Demonstration of the CPR in line with ARC guidelines • Demonstrate various first aid techniques • Demonstrate use of adrenaline injector and asthma puffer <p>Written assessment:</p> <ul style="list-style-type: none"> • Workbook assessment questions • Workbook quiz questions • Injury report form 		
EVIDENCE GATHERING TECHNIQUES			
<p>The "X" on the chart refers to the documented evidence gathering techniques used for HLTAID003 Provide first aid.</p>			
	A	X	Demonstration of methods
	B	X	Discussion and questions
	C	X	Group work
	D	X	Written Assessment during course
	E		Written Assessment post course
<p>All assessment documentation must be retained in the course folder for awarding certificates and storage requirements.</p>			
TRAINER AND ASSESSOR QUALIFICATIONS			
Essential	<ul style="list-style-type: none"> • HLTF311A Apply first aid or HLTAID003 Provide first aid • HLTCPR211A Perform CPR or HLTAID 001 Provide CPR • HLTF412A Apply advanced first aid or HLTAID006 Provide first aid • Certificate IV in Workplace Training and Assessment or equivalent. • Relevant vocational competency at least to the level being assessed 		
TRAINING AND ASSESSMENT RESOURCES			
Equipment	<ul style="list-style-type: none"> • HLTAID003 Provide first aid PowerPoint presentation • First aid for Life work book • Resuscitation manikin, face and barrier device • Automated External Defibrillator (AED) • Auto-injector device • Puffer/inhaler • Spacer device • First aid kit • Apply first aid Trainers Kit 		

TRAINING YOU TO MAKE A DIFFERENCE

HLTAID003 Provide first aid

<p>Documents</p>	<p>All documentation can be found on the KMR Safety First network in the 600 Training folder:</p> <p>References:</p> <ul style="list-style-type: none"> • HLTAID001 Provide cardiopulmonary resuscitation • HLTAID002 Provide basic emergency life support • HLTAID003 Provide first aid • KMR Policy and Procedure Manual • Trainers Course Manual <p>Course requirement:</p> <ul style="list-style-type: none"> • DRSABCD chart • Assessment answer sheet • Apply first Aid Information Sheet <p>Trainer and Assessors must met the requirements of the KMR Safety First Trainer Step by Step Guide</p>
<p>Participant information</p>	<ul style="list-style-type: none"> • First aid for life work book
<p>Additional Information</p>	<ul style="list-style-type: none"> • ARC Guidelines, • Compliance code First Aid in the Workplace • Action Plan for Anaphylaxis – for use with EpiPen © • Asthma First aid Poster (Asthma Foundation Victoria) • Heart Facts Poster (Heart Foundation) • F.A.S.T Poster (Stroke Foundation)