

# Course Information

## Manage first aid services

### Course Details

**Course Name** Manage first aid services **Code** HLTAID008

**Description** **HLTAID008 Manage first aid services and resources** is a nationally recognised unit that describes the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid in the workplace. The unit applies to workers in nominated occupational first aid or management roles.

### Course Delivery

**Duration** 8 hour face to face sessions  
Pre-Course Assessment **MUST** be completed prior to attendance

**Elements**

- 1. Determine workplace first aid requirements**
  - 1.1 Identify workplace hazards and assess associated risks as a basis for determining first aid resource requirements
  - 1.2 Identify first aid equipment, resources and personnel required to address workplace requirements
  - 1.3 Develop first aid action plans in consultation with relevant parties
  - 1.4 Provide information to encourage risk minimisation and enable access to first aid facilities
- 2. Establish and maintain workplace first aid facilities**
  - 2.1 Monitor and maintain availability of first aid equipment, resources and personnel to support workplace first aid response
  - 2.2 Conduct regular inspections of stock and equipment to ensure currency and operational readiness in line with workplace requirements
  - 2.3 Ensure equipment is recovered and reprocessed and that waste is disposed of safely according to legislative and workplace procedures
  - 2.4 Ensure equipment and resources are stored and maintained in line with relevant legislation and manufacturer's/supplier's instructions
  - 2.5 Deploy appropriate equipment, resources and personnel to ensure timely and effective first aid response in line with workplace requirements
- 3. Maintain workplace first aid records**
  - 3.1 Ensure documentation is completed as required according to legislation and workplace procedures
  - 3.2 Maintain first aid records in line with legislative requirements and workplace security practices
  - 3.3 Send relevant documents to appropriate bodies in line with workplace and legislative requirements
  - 3.4 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisational policies



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TRAINING

**TRAINING YOU TO MAKE A DIFFERENCE**

P\F. 03 9718 1733 | [safetyfirst@safetyfirst.com.au](mailto:safetyfirst@safetyfirst.com.au) | [www.safetyfirst.com.au](http://www.safetyfirst.com.au) | PO BOX 111 Hurstbridge VIC 3099

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### 4. Review the provision of first aid in the workplace

4.1 Participate in debriefing/evaluation to improve future operations and address individual needs

4.2 Evaluate management of workplace first aid incidents in relation to required resources, personnel, current organisational procedures and individual first aid action plans

4.3 Contribute to the review of workplace policies and procedures in accordance with risk assessment and evaluation of first aid provision

### Delivery

Training delivery will focus on facilitation of adult learning by contextualizing learning programs to suite the individual learner needs, reasonable adjustment will be used to accommodate varying communication and learning styles.

### Assessment

All assessment criteria must be met for a learners to be deemed as competent:

#### Practical assessment:

- participation in group and individual case scenarios
- demonstration of first aid equipment and resources as detailed in this document

#### Written assessment:

- **Pre-Course Assessment must be completed prior to attendance and results brought along to the face to face session**
- workbook assessment questions
- workbook quiz questions
- completion of a workplace incident form
- completion of a first aid check list

## Cost Structure

### Price

Face to face sessions **\$210.00 per person**

### Inclusions

Manage first aid services resources and work book

On being deemed competent in HLTAID008 Manage first aid services and resources, receipt of full course fees and verification of a valid USI, an Electronic Nationally Recognised Statement of Attainment will be issued.

## Terms and Conditions

### Student Manual

Please refer to the KMR Safety First Student Manual for details of all policies and procedure, including:

- Fees, refunds, transfers and cancellations
- Minimum numbers for group bookings
- Complains and appeals
- Recognition of Prior Learning (RPL)
- Privacy



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## Contact KMR Safety First

|                |  |
|----------------|--|
| RTO            | KMR Safety First Pty Ltd   |
| RTO Number     | 22 485   |
| Postal Address | PO Box 111 Hurstbridge, VIC 3099   |
| Phone          | 03 9718 1733   |
| Web            | <a href="http://www.safetyfirst.com.au">www.safetyfirst.com.au</a>                 |
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