



## HLTFA301C Apply First Aid

### Course Objective

This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

### Course Content

You will be trained in first aid procedures that should enable you to assist an injured or ill person until medical aid is accessed. Topics include: management of the unresponsive victim, resuscitation, bleeding, respiratory emergencies, cardiac emergencies, fractures, soft tissue injuries, head injuries, diabetes, epilepsy /convulsions, envenomation, poisoning, and thermal injuries. You will participate in both theory and practical sessions, which will be followed by a skills assessment and multiple-choice theory knowledge test.

### Selection Criteria

The principles of Access & equity will be applied in the selection of students and in the delivery of the training and assessment services.

However, participants must have English-speaking skills and reading skills which will be assessed during the enrolment process. They must also have the strength and agility to manage CPR and other emergency situations.

### Pre-/co-requisites

There are no pre-requisites or co-requisites for this competency unit. This unit incorporates the content of units:

- HLT CPR201B Perform CPR
- HLTFA201B Provide basic emergency life support

### Assessment

All assessment will be based on the principles of competency-based training and assessment. You will participate in both theory and practical sessions, which will be followed by a skills assessment using bandages, manikins and certain other items to perform first aid techniques.

### Additional Support

Where students require additional welfare or counseling support they will be referred to appropriate professional agencies.

### Recognition of Prior Learning

If you hold a current first aid award to equivalent standards you may be exempted from this course.

### National Recognition

DAN AP recognises relevant AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs).

### Course Delivery

The nominal duration of the course is 18 hours and it may be delivered in a single block or a several shorter blocks.

The delivery and assessment methods used will be tailored to the specific training environment and the needs of the client group.

### Enrolment

To enroll, contact a DAN AP Licensed Instructor in your locality, who will provide you with details of the venue, date and fees for the course. The nominal fee is \$170 but this may vary due to enrolments, location and a variety of other factors.

### Refund Policy

Any deposit may be refunded if you fail to attend the program if: 1. You provide a medical certificate providing a reason for non-attendance; or 2. You provide an explanation, deemed reasonable by your Instructor or the DAN AP Training Manager, for the non-attendance at the program. Any approved refund will be made within 3 weeks of application.

### Complaints and Appeals

In the event of a grievance with your Instructor, please contact the DAN AP Training Manager on [training@danasiapacific.org](mailto:training@danasiapacific.org) or Tel: +61-3-9886 9166; Fax: +61-3-9886 9155.

## ELEMENTS OF COMPETENCY & PERFORMANCE CRITERIA

Elements define the essential outcomes of a unit of competency. The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

### Assess the situation

- 1.1 Identify assess and minimise *hazards* in the situation that may pose a risk of injury or illness to self and others
- 1.2 Minimise immediate *risk* to self and casualty's health and safety by controlling any hazard in accordance with occupational health and safety requirements
- 1.3 Assess casualty and identify injuries, illnesses and conditions

### Apply first aid procedures

- 2.1 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness
- 2.2 Use available *resources and equipment* to make the casualty as comfortable as possible
- 2.3 Respond to the casualty in a culturally aware, sensitive and respectful manner
- 2.4 Determine and explain the nature of casualty's injury/condition and relevant first aid procedures to provide comfort
- 2.5 Seek consent from casualty prior to applying first aid management
- 2.6 Provide *first aid management* in accordance with *established first aid principles* and Australian Resuscitation Council (ARC) Guidelines and/or State/Territory regulations, legislation and policies and industry requirements
- 2.7 Seek first aid assistance from others in a timely manner and as appropriate
- 2.8 Correctly operate first aid equipment as required for first aid management according to manufacturer/supplier's instructions and local policies and/or procedures
- 2.9 Use safe manual handling techniques as required
- 2.10 Monitor *casualty's condition* and respond in accordance with effective first aid principles and procedures

- 2.11 Finalise casualty management according to casualty's needs and first aid principles

### Communicate details of the incident

- 3.1 Request ambulance support and/or appropriate medical assistance according to relevant circumstances using relevant *communication media and equipment*
- 3.2 Accurately convey assessment of casualty's condition and management activities to ambulance services /other emergency services/relieving personnel
- 3.3 Prepare reports as appropriate in a timely manner, presenting all relevant facts according to established procedures
- 3.4 Accurately record details of casualty's physical condition, changes in conditions, management and response to management in line with established procedures
- 3.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies

### Evaluate own performance

- 4.1 Seek feedback from *appropriate clinical expert*
- 4.2 Recognise the possible psychological impacts on rescuers of involvement in critical incidents
- 4.3 Participate in debriefing/evaluation as appropriate to improve future response and address individual needs