



Australian Government

Department of Education, Employment and Workplace Relations

HLTFA301C Apply first aid

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

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

Application of the Unit

Application

These skills and knowledge may be applied in a range of situations, including community and workplace settings

Training Package users should ensure implementation is consistent with any specific workplace and/or relevant legislative requirements in relation to first aid, including State/Territory requirements for currency

Application of these skills and knowledge should be contextualised as required to address specific industry, enterprise or workplace requirements and to address specific risks and hazards and associated injuries

A current Senior First Aid, Workplace Level 2 or Level 2 qualification may provide evidence of skills and knowledge required by this competency unit. However, as with all evidence of competence, evidence must be assessed against the requirements specified in the competency unit

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

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.

Elements and Performance Criteria

ELEMENT

1. Assess the situation

PERFORMANCE CRITERIA

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

ELEMENT**2. Apply first aid procedures****PERFORMANCE CRITERIA**

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

ELEMENT**PERFORMANCE CRITERIA**

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|--|--|
| 3. Communicate details of the incident | 3.1 Request ambulance support and/or appropriate medical assistance according to relevant circumstances using relevant <i>communication media and equipment</i> |
| | 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 |
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| 4. Evaluate own performance | 4.1 Seek feedback from <i>appropriate clinical expert</i> |
| | 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 |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- ARC Guidelines relating to provision of first aid as outlined
- Awareness of stress management techniques and available support
- First aid management of:
 - abdominal injuries
 - allergic reactions
 - altered and loss of consciousness
 - bleeding
 - burns - thermal, chemical, friction, electrical
 - cardiac arrest
 - casualty with no signs of life
 - chest pain
 - choking/airway obstruction
 - injuries: cold and crush injuries; eye and ear injuries; head, neck and spinal injuries; minor skin injuries; needle stick injuries; soft tissue injuries including sprains, strains, dislocations
 - envenomation - snake, spider, insect and marine bites
 - environmental impact such as hypothermia, hyperthermia, dehydration, heat stroke
 - fractures
 - medical conditions, including cardiac conditions, epilepsy, diabetes, asthma and other respiratory conditions
 - near drowning
 - poisoning and toxic substances (including chemical contamination)
 - respiratory distress
 - seizures
 - shock
 - stroke
 - substance misuse - common drugs and alcohol, including illicit drugs
- Social/legal issues:
 - duty of care
 - need to be culturally aware, sensitive and respectful
 - importance of debriefing
 - confidentiality
 - own skills and limitations
- Understanding of the use of an Automated External Defibrillator (AED), including when to use and when not to

continued ...

Essential knowledge (contd):

- Working knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- basic occupational health and safety requirements in the provision of first aid
- basic principles and concepts underlying the practice of first aid
- chain of survival
- first aiders' skills and limitations
- infection control principles and procedures, including use of standard precautions
- priorities of management in first aid when dealing with life threatening conditions
- procedures for dealing with major and minor injury and illness

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Administer medication in line with state/territory regulations, legislation and policies
- Apply first aid principles
- Call an ambulance and/or medical assistance according to relevant circumstances and report casualty's condition
- Communicate effectively and assertively in an incident
- Conduct an initial casualty assessment
- Demonstrate correct procedures for performing CPR using a manikin, including standard precautions (i.e. as per unit *HLTCPR201A Perform CPR*)
- Demonstrate:
 - ability to call an ambulance
 - consideration of the welfare of the casualty
 - safe manual handling
 - site management to prevent further injury
- Evaluate own response and identify appropriate improvements where required
- Follow OH&S guidelines
- Infection control, including use of standard precautions
- Make prompt and appropriate decisions relating to managing an incident in the workplace
- Plan an appropriate first aid response in line with established first aid principles, policies and procedures, ARC Guidelines and/or State/Territory regulations, legislation and policies and industry requirements and respond appropriately to contingencies in line with own skills
- Prepare a written incident report or provide information to enable preparation of an incident report
- Provide assistance with self-medication as per subject's own medication regime and in line with State/Territory legislation, regulations and policies and any available

REQUIRED SKILLS AND KNOWLEDGE

medical/pharmaceutical instructions

- Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package. The evidence guide supplements assessment requirements that apply to all units in this Training Package. Users of this evidence guide should first read the package's assessment guidelines.

Critical aspects of assessment:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Competence should be demonstrated working individually and, where appropriate, as part of a first aid team
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace or community setting
- Currency of first aid knowledge and skills is to be demonstrated in line with State/Territory regulations, legislation and policies, ARC and industry guidelines

Context and resources required for assessment:

- Skills in performing first aid procedures are to be assessed through demonstration, with questioning to confirm essential knowledge
- For assessment purposes, demonstration of skills in CPR procedures requires using a model of the human body (resuscitation manikin) in line with Australian Resuscitation Council Guidelines

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

Related units:

This unit incorporates the content of units:

- HLTCPR201B Perform CPR
- HLTFA201B Provide basic emergency life support

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

RANGE STATEMENT

Contextualisation to address specific requirements may include:

- Focus on first aid management of specific types of injury
- First aid provision under specific constraints or circumstances (e.g. in confined spaces, in maritime work environment or in work environment involving identified risks/hazards)

Established first aid principles include:

- Preserve life
- Prevent illness, injury and condition(s) becoming worse
- Promote recovery
- Protect the unconscious casualty

Vital signs include:

- Consciousness
- Breathing
- Circulation

A hazard is:

- A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these

Hazards may include:

- Physical hazards
- Biological hazards
- Chemical hazards
- Hazards associated with manual handling

Risks may include:

- Risks from equipment, machinery and substances
- Risks from first aid equipment
- Environmental risks
- Exposure to blood and other body substances
- Risk of further injury to the casualty
- Risks associated with the proximity of other workers and bystanders
- Risks from vehicles

RANGE STATEMENT

Casualty's condition is managed for:

- Abdominal injuries
- Airway obstruction
- Allergic reactions
- Altered and loss of consciousness
- Bleeding
- Burns - thermal, chemical, friction, electrical
- Chest pain/cardiac arrest
- Injuries: cold and crush injuries; eye and ear injuries; head, neck and spinal injuries; minor skin injuries; needle stick injuries; soft tissue injuries including sprains, strains, dislocations
- Near drowning
- Envenomation - snake, spider, insect and marine bites
- Environmental conditions such as hypothermia, hyperthermia, dehydration, heat stroke
- Fractures
- Medical conditions, including cardiac conditions, epilepsy, diabetes, asthma and other respiratory conditions
- No signs of life
- Poisoning and toxic substances (including chemical contamination)
- Respiratory distress/arrest
- Seizures
- Shock
- Stroke
- Substance misuse - common drugs and alcohol, including illicit drugs.

RANGE STATEMENT

First aid management must take into account applicable aspects of:

- The setting in which first aid is provided, including:
 - workplace policies and procedures
 - industry/site specific regulations, codes etc.
 - OHS requirements
 - state and territory workplace health and safety legislative requirements
 - location and nature of the incident
 - situational risks associated with, for example, electrical and biological hazards, weather, motor vehicle accidents
 - location of emergency services personnel.
- The use and availability of first aid equipment and resources
- Infection control
- Legal and social responsibilities of first aider

Resources and equipment are used appropriate to the risk to be met and may include:

- AED
- First aid kit
- Auto-injector
- Puffer/inhaler
- Resuscitation mask or barrier
- Spacer device

Communication media and equipment may include but are not limited to:

- Telephones, including landline, mobile and satellite phones
- HF/VHF radio
- Flags
- Flares
- Two way radio
- Email
- Electronic equipment
- Hand signals

Appropriate clinical expert may include:

- Supervisor/manager
- Ambulance officer/paramedic
- Other medical/health worker

RANGE STATEMENT

Documentation may include:

- Injury report forms
- Workplace documents as per organisation requirements

Documentation may include recording:

- Time
- Location
- Description of injury
- First aid management
- Fluid intake/output, including fluid loss via:
 - blood
 - vomit
 - faeces
 - urine
- Administration of medication including:
 - time
 - date
 - person administering
 - dose
- Vital signs

Unit Sector(s)

Not Applicable