



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTFA412A Apply advanced first aid**

**Release: 1**

## HLTFA412A Apply advanced first aid

### Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTFA402C Apply advanced first aid	HLTFA412A Apply advanced first aid	Updated in V5 - Unit version identifier updated, changes to competency outcomes of first aid units

### Unit Descriptor

#### Descriptor

This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers

This unit builds on HLTFA311A: Apply first aid to include additional skills and use of a range of equipment

### 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

Competency outcomes in advanced resuscitation must be equivalent to unit:

- HLTFA404C Apply advanced resuscitation techniques

## Licensing/Regulatory Information

Not Applicable

## Pre-Requisites

### Pre-requisite units

This unit must be assessed after successful achievement of pre-requisite:

- HLTFA311A Apply first aid

## 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

### PERFORMANCE CRITERIA

1. Assess the situation
  - 1.1 Identify, assess and minimise *hazards* that may pose a risk of injury or illness to self and others
  - 1.2 Assess *risks* to first aider and others and determine appropriate response to ensure prompt control of situation
  - 1.3 Ascertain and prioritise need(s) for emergency services/medical assistance and undertake triage where required
  - 1.4 Deploy *resources* to appropriate locations as required in line with workplace procedures
2. Manage the casualty(s)
  - 2.1 Determine and explain the nature of *casualty's injury/condition* and relevant first aid procedures to provide comfort
  - 2.2 Respond to the casualty in a culturally aware, sensitive and respectful manner
  - 2.3 Seek consent for *management* of the casualty's injury/illness from person(s) where relevant
  - 2.4 Determine and implement welfare procedure according to casualty(s) needs
  - 2.5 Control effects of injury and determine and apply appropriate *first aid management* to meet the needs of the casualty and situation
  - 2.6 Assist with *self-medication* in accordance with State/Territory regulations, legislation and policies and manufacturer's/supplier's instructions subject to casualty's regime
  - 2.7 Monitor casualty's condition and respond in a timely manner in accordance with established first aid principles and procedures
  - 2.8 Correctly operate basic life support *equipment* according to relevant legislation and manufacturer's/supplier's instructions
  - 2.9 Apply safety procedures for operation of pressurised gases
  - 2.10 Use safe manual handling techniques
  - 2.11 Finalise casualty *management* according to casualty's needs and first aid principles

**ELEMENT****PERFORMANCE CRITERIA**

3. Coordinate first aid activities until arrival of medical assistance
- 3.1 Identify available *resources* required and establish communication links with appropriate personnel, emergency management services and medical assistance as appropriate
  - 3.2 Deploy correct amount of *resources* to appropriate locations in an effective manner to ensure timely arrival of required resources
  - 3.3 Document the provision of resources and recommend modifications as required
  - 3.4 Monitor the condition of casualties in accordance with first aid principles and workplace procedures
  - 3.5 Coordinate evacuation of casualties according to relevant evacuation procedures
  - 3.6 Arrange support services for personnel involved in the incident in accordance with relevant principles and procedures
4. Communicate essential incident details
- 4.1 Maintain communication with relevant personnel using appropriate media and equipment
  - 4.2 Communicate first aid information with other providers/carers to meet their needs and in accordance with workplace procedures
  - 4.3 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness
  - 4.4 Prepare an incident report in line with organisation requirements
  - 4.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies

**ELEMENT****PERFORMANCE CRITERIA**

## 5. Evaluate the incident

- 5.1 Evaluate management of the incident and where required develop an action plan in consultation with relevant parties
- 5.2 Participate in debriefing/evaluation in order to improve future operations and address individual's needs
- 5.3 Formulate and review contingency planning to identify and select alternative management principles and procedures as required

**Required Skills and Knowledge***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 a demonstrated understanding of:

- Awareness of stress management techniques and available support
- Complications and associated methods of management for conditions, based on a risk assessment relevant to the workplace or community setting of:
  - abdominal injuries
  - allergic reactions
  - altered and loss of consciousness
  - asthma
  - anaphylaxis
  - bleeding
  - burns – thermal, chemical, friction, electrical
  - cardiac arrest
  - chest pain
  - choking/airway obstruction
  - drowning
  - envenomation – snake, spider, insect and marine bites and stings
  - environmental impact such as hypothermia, hyperthermia, dehydration, heat stroke
  - 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, fractures
  - medical conditions, including cardiac conditions, epilepsy, diabetes, asthma and other respiratory conditions
  - pain relief
  - poisoning and toxic substances (including chemical contamination)
  - respiratory distress
  - seizures

- shock
- stroke
- substance misuse – common drugs and alcohol, including illicit drugs
- unconsciousness, not breathing or not breathing normally
- First aid management procedures in accordance with ARC Guidelines, guidelines of Australian national peak clinical bodies, State/Territory regulations, legislation and policies and organisation requirements including:
  - management of anaphylactic shock reaction
  - management of acute exacerbations of asthma
  - spinal care
  - use of AED, oxygen, bronchodilator
  - use of analgesic gases
- First aid management procedures may also relate to emergency childbirth
- Incident management procedures including:
  - awareness of confined spaces and dangerous places
  - basic triage for a multiple casualty incident
  - coordinate activities of other first aiders
  - manual handling, hazardous substances, dangerous goods or chemicals
  - removal of casualty to safe area, if appropriate
  - safe access to the casualty
- Safety procedures for the operation of pressurised gases
- Social issues, especially in particular workplace or community context(s) in which first aid is to be applied, including:
  - confidentiality
  - importance of debriefing
  - need to be culturally aware, sensitive and respectful
  - own skills and limitations
- State and regulatory requirements relating to currency of skill and knowledge
- Working knowledge of:
  - advanced resuscitation techniques as per *HLTFA404C Apply advanced resuscitation techniques*
  - ARC Guidelines, guidelines of Australian national peak clinical bodies and/or State/Territory regulations, legislation and policies relating to provision of first aid
  - basic anatomy (skeleton, muscles, joints, bones), physiology and toxicology
  - capabilities of emergency management services
  - company/organisation standard operating procedures (SOPs)
  - first aiders' skills and limitations
  - how to gain access to and interpret Safety Data Sheets (SDS)
  - infection control principles and procedures, including using standard precautions
  - legal responsibilities and duty of care, including confidentiality
  - priorities of management in first aid
  - procedures for dealing with major and minor accidents in the workplace
  - safe storage and handling procedures for pressurised gases
  - work health and safety requirements in the provision of first aid.

*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 and any available medical/pharmaceutical instructions
- Apply advanced resuscitation techniques as per *HLTFA404C Apply advanced resuscitation techniques*
- Call an ambulance and/or medical assistance according to relevant circumstances and report casualty's condition
- Communicate effectively and assertively and show leadership in an incident
- Comply with WHS legislation
- Conduct an initial casualty assessment
- Demonstrate:
  - adequate infection control procedures
  - consideration of the welfare of the casualty
  - safe manual handling
  - safe storage and handling procedures for pressurised gases
- Demonstrate procedure for control of external bleeding
- Demonstrate procedure for management of airway in the unconscious casualty including the safe and effective use of any airway adjuncts
- Demonstrate proficiency in the safe and effective use of any fracture immobilisation equipment taught
- Demonstrate the application of first aid principles
- Demonstrate the correct posturing of a casualty
- Interpret and use listed documents
- Make prompt and appropriate decisions relating to managing an incident in the workplace
- Manage specific injuries/illnesses and conditions as identified in the Essential Knowledge for this competency unit
- Plan an appropriate first aid response in line with established first aid principles, policies and procedures, ARC Guidelines, guidelines of Australian national peak clinical bodies, State/Territory legislation and regulations 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 medical/pharmaceutical instructions
- Use a range of first aid equipment as outlined in the Range Statement
- Use literacy and numeracy skills as required to read, interpret and apply guidelines
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## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the



## EVIDENCE GUIDE

Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*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

*Method of assessment may include:*

- Skills in performing first aid procedures are to be assessed through demonstration, with questioning to confirm essential knowledge
- Skills may be assessed through simulations, using anatomical models, manikins or in a high fidelity simulation centre
- For assessment purposes, demonstration of skills in CPR procedures requires using a model of the human body (resuscitation manikin) in line with ARC 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

## Range Statement

### Unit Sector(s)

Not Applicable