



Australian Government

Department of Education, Employment and Workplace Relations

HLTFA402C Apply advanced first aid

Release: 1

HLTFA402C Apply advanced first aid

Modification History

Not Applicable

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 HLTFA301B: Apply first aid to include additional skills and use of a range of equipment

Application of the Unit

Application

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

This unit includes coverage of skills and knowledge in advanced resuscitation techniques
Competency outcomes in advanced resuscitation are to be equivalent to unit:

- HLTFA404B Apply advanced resuscitation techniques

To achieve equivalence of outcome, providers assessing HLTFA402C may refer to specific detail included in unit HLTFA404B and may choose to award both units

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Pre-requisite units

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

- HLTFA301B 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

ELEMENT**2. Manage the casualty(s)****PERFORMANCE CRITERIA**

- 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 and subject to casualty's regime
- 2.7 Monitor *casualty's condition* and respond in a timely manner in accordance with effective first aid principles
- 2.8 Correctly operate basic life support *equipment* where appropriate 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 *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 as appropriate 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

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:

- Working knowledge of:
 - legal responsibilities and duty of care, including confidentiality
 - basic anatomy (skeleton, muscles, joints, bones), physiology and toxicology
 - ARC Guidelines and/or State/Territory regulations, legislation and policies relating to provision of first aid
 - procedures for dealing with major and minor accidents in the workplace
 - infection control principles and procedures, including using standard precautions
 - how to gain access to and interpret material safety data sheets (MSDSs)
 - company/organisation standard operating procedures (SOPs)
 - priorities of management in first aid
 - occupational health and safety requirements in the provision of first aid.
 - capabilities of emergency management services
 - first aiders' skills and limitations
 - safe storage and handling procedures for pressurised gases

REQUIRED SKILLS AND KNOWLEDGE

- advanced resuscitation techniques as per *HLTFA404A Apply advanced resuscitation techniques*
 - First aid management procedures in accordance with ARC Guidelines, state/territory regulations, legislation and policies and organisation requirements for conditions identified in the Range Statement and including:
 - use of AED, oxygen, bronchodilator
 - spinal care
 - management of anaphylactic shock reaction
 - use of analgesic gases
 - Incident management procedures:
 - manual handling, hazardous substances, dangerous goods or chemicals
 - basic triage for a multiple casualty incident
 - safe access to the casualty
 - awareness of confined spaces and dangerous places
 - removal of casualty to safe area, if appropriate
 - coordinate activities of other first aiders, if applicable
 - First aid management procedures may also relate to emergency childbirth
 - Complications and associated methods of management for conditions identified in the Range Statement
 - State and territory regulatory requirements relating to currency of skill and knowledge
- continued ...*

Essential knowledge (contd):

- Social issues, especially in particular workplace or community context(s) in which first aid is to be applied, including:
 - importance of debriefing
 - need to be culturally aware, sensitive and respectful
 - confidentiality
 - own skills and limitations
- Awareness of stress management techniques and available support
- Safety procedures for the operation of pressurised gases

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

REQUIRED SKILLS AND KNOWLEDGE

and any available medical/pharmaceutical instructions

- Apply advanced resuscitation techniques as per *HLTFA404A 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 OHS legislation
- Conduct an initial casualty assessment
- Demonstrate the application of first aid principles
- Demonstrate:
 - adequate infection control procedures
 - consideration of the welfare of the casualty
 - safe manual handling
 - safe storage and handling procedures for pressurised gases
- 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 Range Statement for this competency unit
- 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 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 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.

EVIDENCE GUIDE

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

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

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.

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 (eg. in confined spaces, in maritime work environment or in work environment involving identified risks/hazards)

First aid management must take into account:

- Workplace policies and procedures
- Industry/site specific regulations, codes etc.
- OHS requirements
- State and territory workplace health and safety requirements

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

RANGE STATEMENT

Risks may include:

- Risks from worksite equipment, machinery and substances
- Risks from first aid equipment (oxygen cylinders, AED)
- 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
- Fallen power lines, step and touch potential

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
- 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
- Pain relief
- Poisoning and toxic substances (including chemical contamination)
- Respiratory distress
- Shock
- Seizures
- Stroke
- Substance misuse - all drugs and alcohol, including illicit drugs

First Aid management skills must include in accordance with ARC Guidelines, State/Territory regulations, legislation and policies and industry requirements:

- Administration of analgesia
- CPR
- Infection control
- AED
- Identification and management of anaphylactic shock reaction in accordance with ARC Guidelines, State/Territory regulations, legislation and policies and industry requirements
- Oxygen administration

RANGE STATEMENT

First aid management must account for:

- Location and nature of the workplace
- Environmental conditions eg electricity (high or low voltage), biological risks, weather, motor vehicle accidents
- Location of emergency services personnel
- Number of casualties and potential casualties
- Use and availability of first aid equipment, resources and pharmaceuticals
- Types of dangers/risks to the casualty and any others in the vicinity of the situation
- Confined spaces, subject to industry need

Medications may include in accordance with ARC Guidelines, State/Territory regulations, legislation and policies and industry requirements:

- Oxygen
- Analgesics
- Bronchodilators
- Casualty's own medications
- Auto-injectors

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

- Oxygen resuscitation/cylinders
- AED
- Thermometers
- Auto-injectors
- Back boards
- Stretchers
- Soft bag resuscitator
- First aid kit
- Casualty's medication
- Analgesic inhalers
- Analgesic gas equipment
- Resuscitation mask or barrier
- Spacer device
- Cervical collars

RANGE STATEMENT

Information to be documented may include:

- 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

Established first aid principles include:

- Checking the site for danger to self, the casualty and others and minimising the danger
- Checking and maintaining the casualty's airway, breathing and circulation

Unit Sector(s)

Not Applicable