

# PROVIDE FIRST AID FASTRACK



:: course summary sheet FA04 ::

ALL BUSINESSES IN AUSTRALIA HAVE TO PROVIDE A SAFE WORKPLACE FOR ALL EMPLOYEES, VISITORS & CONTRACTORS. THE COURSE IS IDEAL FOR MEETING THOSE OBLIGATIONS IN CASE OF AN ACCIDENT OR INJURY TO ANYONE ON YOUR PREMISES. THE GENERAL NATURE OF THIS COURSE WILL SATISFY NEARLY ALL WORKPLACES, JOB SITES, THE OFFICE ENVIRONMENT AND AT HOME.

|                         |  |
|-------------------------|--|
| Course Code:            | HLTAID003  |
| Course Title:           | Provide first aid  |
| Course Currency Status: | Current  |
| Certification issued:   | Statement of Attainment: HLTAID003 Provide first aid   |
| Certificate valid:      | 3 years. This is specified by the Code of Practice – First Aid in the Workplace.<br><br>An annual update of resuscitation (CPR) skills is recommended by Australian Resuscitation Council and specified by the Code of Practice – First Aid in the Workplace.  |
| Mode of Delivery:       | Blended learning: Face-to-face in classroom environment and pre-learning   |
| Duration:               | One day for face-to-face (approximately 8 hours, including meal break)<br><br>Estimated time to complete pre-learning: 4 to 8 hours depending on student skill level. Workbook exercises and theory component of the assessment makes up the pre-course homework that is required to be completed prior to attending.  |
| Assessments:            | Written, practical and scenario-based assessments.   |
| Who should attend:      | This course covers skills and knowledge required to perform an emergency first aid response in a work setting in line with the ARC (Australian Resuscitation Council) guidelines.<br><br>All businesses in Australia have to provide a safe workplace for all employees, visitors and contractors. Further first aid training, such as HLTAID006 Provide advanced first aid, HLTAID007 Provide advanced resuscitation, HLTAID008 Manage first aid services and resources (HLTSS00027 Occupational First Aid Skill Set) may be required to meet those obligations in case of an accident and or injury to anyone on your premises |
| Course Suitability:     | This course is for those with existing first aid experience and who are confident in their skills. It is appropriate for experienced first aiders, health care professionals and those who update their first aid skills regularly   |

*continued over page...*

## Prerequisites:

Although there are no prerequisites for undertaking this course, please note that all pre-course homework **must** be completed prior to attending.

Note that the Learner will need to meet the required ACSF levels and Foundation Skills requirements to successfully complete the course.

It is important to note that the HLTAID competency standards do require a level of physical ability to meet the evidence requirements for assessment. Due to the potential risk to health and safety it is important to note that learners must be able to perform at least 2 minutes of uninterrupted CPR on an adult manikin placed on the floor. These standards relate to the level of performance required to provide resuscitation and respond to an emergency situation where there may be risk to life.

## Elements:

### Respond to an Emergency Situation;

- Recognise an emergency situation
- Identify, assess and manage immediate hazards to health and safety of self and others
- Assess the casualty and recognise the need for first aid response
- Assess the situation and seek assistance from emergency response services

### Apply Appropriate First Aid Procedures;

- Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines
- Provide first aid in accordance with established first aid principles
- Display respectful behaviour towards a casualty
- Obtain consent from a casualty where possible
- Use available resources and equipment to make the casualty as comfortable as possible
- Operate first aid equipment according to manufacturer's instructions
- Monitor the casualty's condition and respond in accordance with first aid principles

### Communicate Details of the Incident;

- Accurately convey incident details to emergency response services
- Report details of incident to workplace supervisor as appropriate
- Maintain confidentiality of records and information in line with statutory and/or organisational policies

### Evaluate the incident and own performance;

- Recognise the possible psychological impacts on self and other rescuers involved in critical incidents
- Participate in debriefing to address individual needs