

# Course Information



**Qualification/Course Name:** Provide an emergency first aid response in an education and care setting

**National Code** HLTAID004

|                                      |  |
|--------------------------------------|--|
| <b>Provider</b>                      | <b>Emergency First Aid Pty Ltd</b>   |
| <b>Application</b>                   | This unit describes the skills and knowledge required to provide a first aid response to infants, children and adults.<br>The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.<br><i>This unit of competency may contribute towards approved first aid, asthma and anaphylaxis training under the Education and Care Services National Law, and the Education and Care Services National Regulations (2011).</i>   |
| <b>Delivery Mode</b>                 | This course is a blended learning program composing of e-learning and classroom delivery. Plus an assignment to complete prior to the practical session in the classroom.<br>Our online program (e-learning) takes between 2-6 hours to complete with short assessments along the way, engaging the participant ensuring interaction and interest.<br>The practical side to the unit of competency is delivered face to face in a classroom based environment that includes simulated workplace environments to gather evidence of performance and knowledge.  |
| <b>Course Duration</b>               | The course will be delivered in a blended delivery. <ul style="list-style-type: none"> <li>• e-learning – 2-6 hours</li> <li>• Assignment - 2-3 hours</li> <li>• Classroom – 7 hours</li> </ul> <p style="text-align: right;">0915 – 1630 including short breaks</p>   |
| <b>Classes locations</b>             | Please refer to website – ‘Search by Venue’  |
| <b>EFA obligation to the student</b> | EFA has an obligation to provide quality training and assessment to the student in compliance to the <i>Standards for Registered Training Organisations 2015</i> ; including providing adequate information prior to enrolment to help you make an informed decision, issuance of the AQF documentation and your rights and obligations as student. For further information please refer to the Student Information Handbook.  |
| <b>Pre-requisites</b>                | <b>Competent in written and spoken English</b><br>Students are required to be competent in written and spoken English to gain entry to the course. A Language, Literacy and Numeracy (LLN) Assessment is a mandatory requirement prior to enrolment.<br><b>Physical ability</b><br>It is important to note that HLTAID competency standards do require a level of physical ability to meet the evidence requirements for assessment. 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.<br>It is a Training Package requirement of this course that you are physically capable of performing uninterrupted CPR for at least 2 minutes on a CPR manikin situated on the floor.   |
| <b>Course Structure</b>              | Training will be adapted to suit the candidate where appropriate flexibility is required.<br><b>Performance Evidence:</b><br>The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.<br>There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures: <ul style="list-style-type: none"> <li>• Followed DRSABCD in line with ARC guidelines, including: <ul style="list-style-type: none"> <li>○ performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor</li> <li>○ Performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on a child resuscitation manikin placed on the floor</li> <li>○ performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface</li> <li>○ responded appropriately in the event of regurgitation or vomiting</li> <li>○ managed the unconscious breathing casualty</li> <li>○ followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions</li> <li>○ followed the prompts of an Automated External Defibrillator (AED)</li> </ul> </li> <li>• Responded to at least three simulated first aid scenarios contextualised to the candidate’s workplace/community setting, and involving infants and children of varying ages including: <ul style="list-style-type: none"> <li>○ conducted a visual and verbal assessment of the casualty</li> <li>○ demonstrated safe manual handling techniques</li> <li>○ post-incident debrief and evaluation</li> <li>○ provided an accurate verbal and written report of the incident</li> <li>○ conducted a hazard assessment and identified strategies to minimise risk <ul style="list-style-type: none"> <li>• Applied first aid procedures for the following: <ul style="list-style-type: none"> <li>○ allergic reaction</li> <li>○ anaphylaxis</li> <li>○ bleeding control</li> <li>○ choking and airway obstruction</li> <li>○ envenomation, using pressure immobilisation</li> </ul> </li> </ul> </li> </ul> </li> </ul> |

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### Course Structure

- fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation principles techniques
  - head injuries
  - poisoning
  - respiratory distress, including asthma
  - seizures & convulsions, including febrile convulsions and epilepsy
  - shock
- Knowledge Evidence:**
- The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:
- State/Territory regulations, first aid codes of practice and workplace procedures including:
    - ARC Guidelines for provision of CPR and first aid to infants, children and adults
    - guidelines from Australian national peak clinical bodies
    - safe work practices to minimise risks and potential hazards
    - first aid requirements for services under the Education and Care Services National Law
    - infection control principles and procedures, including use of standard precautions
    - requirements for currency of skill and knowledge
  - legal, workplace and community considerations, including:
    - awareness of potential need for stress-management techniques and available support following an emergency situation, including the psychological impact on children
    - duty of care requirements
    - respectful behaviour towards a casualty
    - own skills and limitations
    - consent, including situations in which parental/caregiver consent is required
    - privacy and confidentiality requirements
    - importance of debriefing
  - considerations when providing first aid including:
    - airway obstruction due to body position
    - appropriate duration and cessation of CPR
    - appropriate use of an AED, including placement of pads for adults and children aged older than 8 years
    - specific considerations when using an AED on children aged between 1 and 8 years, including identification of AED with paediatric capability, paediatric voltage and use of paediatric pads
    - chain of survival
    - standard precautions
    - how to conduct a visual and verbal assessment of the casualty
  - principles and procedures for application of first aid management of the following scenarios:
    - abdominal injuries
    - allergic reaction
    - anaphylaxis, including signs, symptoms and triggers and using different types of adrenaline auto injectors
    - asthma, including signs, symptoms and triggers and using different types of bronchodilators
    - basic care of a wound
    - bleeding control
    - burns
    - cardiac conditions, including chest pain
    - choking and airway obstruction
    - crush injuries
    - diabetes
    - dislocations
    - drowning
    - envenomation
    - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
    - eye and ear injuries
    - febrile convulsions
    - fractures
    - head, neck and spinal injuries
    - minor skin injuries
    - needle stick injuries
    - poisoning and toxic substances
    - respiratory distress
    - seizures, including epilepsy
    - shock
    - soft tissue injuries, including sprains and strains
    - stroke
    - unconsciousness
  - basic anatomy and physiology relating to:
    - how to recognise a person is not breathing normally
    - chest
    - infant respiratory systems and implications for provision of CPR
    - basic anatomical differences between adults and children, and the implications for provision of first aid
    - normal clinical values for children
    - response/consciousness
    - upper airway and effect of positional change

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| <p><b>Assessment Arrangements</b></p>                                    | <p>All assessment tasks have been developed:<br/>                 (a) to meet the requirements of the relevant Training Package; and<br/>                 (b) to be conducted in accordance with the principles of assessment and the rules of evidence; and<br/>                 (c) to meet workplace and, where relevant, regulatory requirements; and<br/>                 (d) in line with systematic validation.<br/>                 Assessments have been developed to collect evidence that is in line with the principles of assessment and the rules of evidence and are:</p> <ul style="list-style-type: none"> <li>• Authentic (<i>the candidate's own work</i>);</li> <li>• Valid (<i>directly related to the current version of the relevant endorsed unit of competency</i>);</li> <li>• Reliable (<i>shows that the candidate consistently meets the endorsed unit of competency</i>);</li> <li>• Current (<i>reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency</i>); and</li> <li>• Sufficient (<i>covers the full range of elements in the relevant unit of competency</i>).</li> </ul> |                                |  |           |           |           |  |                            |                                |
|--|---|--------------------------------|--|-----------|-----------|-----------|--|----------------------------|--------------------------------|
| <p><b>Education Pathways</b></p>   | <p>Participants are provided with advice on employment and training options throughout the delivery of the program.</p> <table border="1" data-bbox="379 562 1230 712"> <thead> <tr> <th data-bbox="379 562 699 600">HLTAID004</th> <th data-bbox="699 562 965 600">HLTAID006</th> <th data-bbox="965 562 1230 600">HLTAID007</th> </tr> </thead> <tbody> <tr> <td data-bbox="379 600 699 712">Provide an emergency first aid response in an education and care setting</td> <td data-bbox="699 600 965 712">Provide advanced first aid</td> <td data-bbox="965 600 1230 712">Provide advanced resuscitation</td> </tr> </tbody> </table>   |                                |  | HLTAID004 | HLTAID006 | HLTAID007 | Provide an emergency first aid response in an education and care setting | Provide advanced first aid | Provide advanced resuscitation |
| HLTAID004  | HLTAID006   | HLTAID007                      |  |           |           |           |  |                            |                                |
| Provide an emergency first aid response in an education and care setting | Provide advanced first aid  | Provide advanced resuscitation |  |           |           |           |  |                            |                                |
| <p><b>Additional Support</b></p>   | <p>Students with disabilities are encouraged to enroll in this course and will be appropriately supported.</p>  |                                |  |           |           |           |  |                            |                                |
| <p><b>Costs</b></p>  | <p><b>Full Fee: \$149.00</b></p> <p><b>Course fees include:</b><br/>                 All face-to-face training, course training materials and issue of Statement of Attainment.</p> <p>First Aid Ebook can be located on our website – <a href="http://www.emergency.com.au">www.emergency.com.au</a><br/>                 – Student Resources</p>  |                                |  |           |           |           |  |                            |                                |
| <p><b>How to Enrol/ Apply</b></p>  | <p>You can book your course online – <a href="http://www.emergency.com.au">www.emergency.com.au</a><br/>                 Select your course type, venue or date from calendar<br/>                 Or you can call out office and book: 1300 301 193</p>  |                                |  |           |           |           |  |                            |                                |
| <p><b>Contact Details</b></p>  | <p>Telephone: 1300 301 193 Website: <a href="http://www.emergency.com.au">www.emergency.com.au</a></p>  |                                |  |           |           |           |  |                            |                                |