

HLTAID011

Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.



LEARNER GUIDE

HLTAID011 Provide First Aid

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- ☐ Course Information.
- ☐ Review Questions.
- ☐ Practical Assessment overview and Instructions.

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1.1 Introduction



This training course is based on the unit of competency **HLTAID011 Provide First Aid**.

This course describes the skills and knowledge required by a worker to provide a first aid response to a casualty in a range of situations including community and workplace settings.

1.1.1 First Aid and Emergencies

First aid is the initial assistance, or care of a suddenly sick or injured person or persons. It is the vital initial care given as soon as possible after an accident or illness. The basic principles and concepts of first aid are to:

- ◆ Relieve pain and suffering.
- ◆ Avoid further illness or injury or worsening of illness or injury.
- ◆ Protect individuals who are unconscious.
- ◆ Encourage recovery.
- ◆ Prevent or reduce disability.
- ◆ Save lives.



Through First Aid training you will learn the skills you need to respond to a medical emergency so you can save lives and reduce pain and injury until qualified medical help takes over.



Recognising an emergency requiring First Aid is sometimes made difficult because many people do not recognise the basic signs and symptoms of an ill or injured person. By-standers and or relatives often wait hours before calling for help. Some people delay their response for fear of "doing the wrong thing", so do not attempt any first aid at all. If a person is sick or injured, then they need help immediately.

Each emergency is different, so it is impossible to provide you with a precise list of things you need to do for every emergency. However, if you follow the 'principles of first aid' as outlined, you should deliver appropriate care, even if you are not sure of what the underlying problem is.

1.1.2 What is an Emergency?

An emergency is a situation where there is an immediate risk to health, life, property or environment and urgent action is needed to try to stop the situation from getting worse.

A situation can only be defined as an emergency if one or more of the following are present:

- ◆ Immediate threat to life, health, property or environment.
- ◆ Loss of life, health detriments, property damage or environmental damage.
- ◆ A high probability of escalation to cause immediate danger to life, health, property or environment.



It is important that you know and look out for signs of possible emergencies. Sometimes it can be hard to identify an emergency – using all your senses may help. Signs may include unusual noises, sights, smells and behaviours such as:



- ◆ Alarms and sirens, moaning, crying or yelling and sounds of breakage, crashing or falling.
- ◆ Stalled or crashed vehicle, spilled medications and other items, a person collapsed on the floor or who seems to be confused, in pain or having trouble breathing.
- ◆ Different or stronger smells than usual (be very careful in these situations as any fumes may be poisonous).

Review Questions

1.	What are four (4) of the basic principles of First Aid?	<input type="checkbox"/>
1.		
2.		
3.		
4.		

1.2 First Aid Considerations



As someone who is trained in first aid there are a number of legal, workplace and community considerations and factors you need to think about.

The information here is meant as a guide – always make sure that you are familiar with the particular requirements of your state/territory and organisation.

Being trained in first aid doesn't mean you can be forced to attempt a first aid rescue in an emergency situation. You can observe or walk away from the scene, though this is not encouraged. You should always do what you can to help someone in need. You should also remember to keep yourself safe and well.

Legal, workplace and community factors you need to consider include:

- ◆ Duty of care requirements.
- ◆ Consent.
- ◆ Respectful behaviour towards a casualty.
- ◆ Privacy and confidentiality requirements.
- ◆ Your own skills and limitations.
- ◆ The need for stress-management techniques and available support following an emergency.
- ◆ The importance of debriefing.



1.2.1 Guidelines and Responsibilities

The Code of Practice for first aid requires all employers to ensure that their nominated first aiders attend training on a regular basis to remain current in their skills.

Refresher training in CPR should be undertaken annually. First aid qualifications should be renewed every 3 years to keep skills current. These timeframes are consistent with the advice provided by both the Australian Resuscitation Council and Safe Work Australia.



1.2.1.1 Duty of Care

Once you start providing first aid the law says you must continue until:

- ◆ Vital signs return.
- ◆ Paramedic assistance arrives from emergency response services.
- ◆ Exhaustion makes it impossible to continue.
- ◆ Authorised personnel declare the casualty as officially deceased.



This legal obligation to care is known as 'duty of care'.

Duty of care means that you must take reasonable steps to ensure your actions don't knowingly cause harm to another individual.



Some examples of where a duty of care to provide first aid exists include cases where:

- ◆ You are a worker who is trained, qualified and designated as a first aid officer in a company and you have a duty of care to provide first aid to workers in the company.
- ◆ You are responsible for the person injured.
- ◆ You are an official first aid volunteer at a public event.
- ◆ You have started giving first aid in an emergency.

In the workplace duty of care is also affected by Work Health & Safety (WHS) legislation.

In a situation where you have started first aid, under duty of care you can't then stop unless a medical practitioner or a person with better qualifications takes over. Your duty of care is to do everything reasonable given the situation.

If you are unable to hand the casualty over to a medical practitioner, you should always advise the individual to seek professional medical assistance/advice.



1.2.1.2 WHS Legislation and Guidelines



WHS legislation are the laws and guidelines designed to help keep public spaces and workplaces safe.

WHS legislation and regulations outline the responsibilities of a person conducting a business or undertaking (PCBUs) to provide first aid facilities and workers trained in first aid. The regulations may also detail the requirements of first aid kits and facilities based on the size of the organisation and the type of work environment.

You should be familiar with the WHS laws that exist in your state or territory as they relate to your first aid responsibilities.

WHS guidelines for preventing accidents in the workplace should be found in the company's policies and standard operating procedures. It should have procedures on how to deal with a workplace accident.

It may include instructions on how to use Personal Protective Equipment (PPE), which can improve safety and prevent infection spreading.

If in doubt about following any of the procedures and guidelines contained in the company's WHS manual talk to the WHS officer.

WHS guidelines must be followed at all times to ensure the safety of all workers.



Code of Practice



If operating as a first aid officer in the workplace the "Code of Practice: First aid in the workplace" provides further information about workplace requirements, processes and procedures. The Model Code of Practice, available from the Safe Work Australia website, provides information and guidance on:

- ◆ First aid responsibilities.
- ◆ First aid requirements.
- ◆ First aid equipment (including kit contents and signage), facilities and training.

1.2.1.3 The Australian Resuscitation Council (ARC)



The Australian Resuscitation Council (ARC) is a voluntary co-ordinating body which represents all major groups involved in the teaching and practice of resuscitation.

The ARC is sponsored by the Royal Australasian College of Surgeons and the Australian and New Zealand College of Anaesthetists.

The ARC produces guidelines to meet its objectives in fostering uniformity and simplicity in resuscitation techniques and terminology.

Guidelines are produced after consideration of all available scientific and published material and are only issued after acceptance by all member organisations. This does not imply, however, that methods other than those recommended are ineffective.

Objectives of the ARC

- ◆ Provide a forum for discussion of all aspects of resuscitation.
- ◆ Foster interest in, and promulgate information regarding resuscitation.
- ◆ Gather and collate scientific information regarding resuscitation techniques; to recommend a modification of those techniques where appropriate on the basis of such information.
- ◆ Promote simplicity and uniformity in techniques and terminology regarding resuscitation.
- ◆ Provide an advisory and resource service regarding techniques, equipment, teaching methods and teaching aids.
- ◆ Foster research into methods of teaching and practice of resuscitation.
- ◆ Pursue the development of standards for training.
- ◆ Establish regular communications with other bodies with similar objectives, both in Australia and overseas.
- ◆ Consider and advise on the means of preventing circumstances in which resuscitation may become necessary.
- ◆ Do all such acts and things as are incidental, or subsidiary to all or any of the above objectives.



To meet these objectives the ARC:



- ◆ Develops and publishes Guidelines.
- ◆ Reviews and updates guidelines by consultation with member bodies and other experts.
- ◆ Reviews world literature and research in resuscitation.
- ◆ Acts as a resource for anyone wanting authoritative material on resuscitation.

(Source: <https://resus.org.au/about/>)

Many ARC guidelines are co-published with the New Zealand Resuscitation Council and will be labelled/named as a **ANZCOR Guideline**.

1.2.1.4 National Peak Bodies

Peak bodies are not-for-profit non-government organisations who represent the knowledge and interests of groups specific to their area of expertise.

In Australia there are several clinical (medical) peak bodies. The government consults with these representative organisations when adjusting or introducing new first aid practices.



Some of these bodies, their website and some useful resources they provide are detailed in the table below.

Peak Body	Website	Resources
Australasian Society of Clinical Immunology and Allergy (ASCIA)	allergy.org.au	<ul style="list-style-type: none">◆ First Aid Plan for Anaphylaxis.◆ Action Plan for Allergic Reactions.
Australian and New Zealand Burn Association (ANZBA)	anzba.org.au	<ul style="list-style-type: none">◆ Burn First Aid Fact Sheet.◆ Prevention of Sunburn Fact Sheet.
Epilepsy Foundation	epilepsyfoundation.org.au	<ul style="list-style-type: none">◆ Seizure First Aid
Heart Foundation	heartfoundation.org.au	<ul style="list-style-type: none">◆ Heart Attack Warning Signs Factsheet
National Asthma Council	nationalasthma.org.au	<ul style="list-style-type: none">◆ First Aid for Asthma.◆ Kids First Aid for Asthma.
St John Ambulance	stjohn.org.au	<p>Fact sheets with response information for incidents including:</p> <ul style="list-style-type: none">◆ Bites and stings.◆ CPR.◆ Diabetic emergency.◆ Fainting.◆ Stroke.◆ Spinal or neck injury.◆ Severe bleeding.

These bodies provide guidelines specific to their areas of expertise. You can use their websites to obtain printable resources providing information on how to respond to different incidents that may occur in the workplace. These resources are often available in more than one language which allows the information to be easily understood by diverse groups within the workplace.

Many peak bodies offer a free update service which you can sign up to on their website. If you are a first aid officer, then this is a good way to ensure your knowledge is current and responses in the workplace are appropriate for the situation.

Peak bodies may run events throughout the year either online in a webinar style or in person. These often form part of the peak body's consultation process.

The information gained from these events helps them provide the government with informed advice when shaping any new first aid processes.



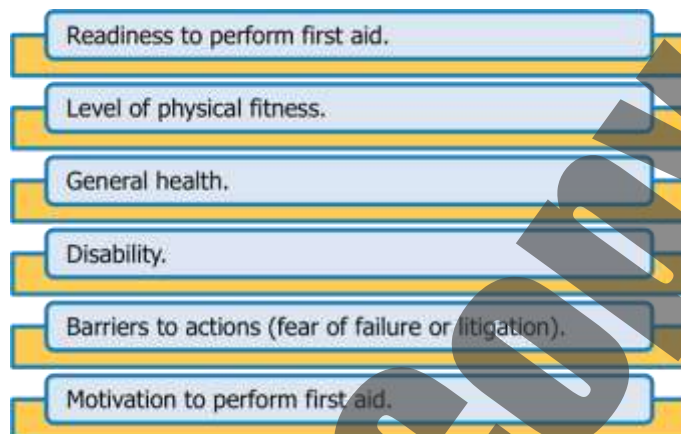
1.2.2 Your First Aid Skills and Limits

Before taking any action to respond to an emergency you should consider your own skills and limitations.

As a first aider you are not expected to be an expert. Paramedics have advanced skills in first aid and when they arrive to treat the casualty they can apply advanced life support procedures that they are qualified to administer.

Your role in providing first aid is to respond promptly, be able to prioritise and be proactive in applying the principles of first aid management.

Be aware of your own personal limitations including:



It is also a good idea to keep trying to improve your first aid skills. Your organisation might provide training so you can keep your skills up to date. You could also do your own reading and research.

There will always be something that you can learn and therefore be a more effective first aider.

1.2.2.1 Negligence and Litigation

Providing first aid when you are not qualified to do so could result in further injuries or harm to the victim.

If the person providing first aid is not trained, qualified or authorised to carry it out, it is important they are aware that they may be sued by the victim for negligence. Negligence is a failure to properly care for the individual requiring first aid.

The threat of negligence should not stop you from trying to help. The Good Samaritans (or Civil Liability) Act aims to protect anyone who is trained to perform first aid from being sued on the grounds of negligence if something goes wrong and the casualty ends up with injuries caused by the actions of the first aider.



Review Questions

2.

Which Code of Practice provides further information about workplace requirements, processes and procedures for first aid officers in the workplace?

☐

3.

When do workplace WHS guidelines need to be followed?

☐

4.

What does ARC stand for?

☐

5.

Who does the government consult with when adjusting or introducing new first aid practices?

☐

6.

Which piece of legislation protects trained first aiders from being sued for negligence?

☐

1.3 Managing a First Aid Casualty

When you are providing first aid it is important to understand the established first aid principles.

The 4 principles are:

- 1** Preserve life.
- 2** Prevent illness, injury and condition(s) becoming worse.
- 3** Promote recovery.
- 4** Protect the unconscious casualty.

The principles of First Aid are built into the Australian Resuscitation Council (ARC) guidelines, which tell you how to provide first aid.

These guidelines are about:

- ◆ First aid management of injuries.
- ◆ The basic life support system "DRS ABCD".
- ◆ First aid training requirements.



Following the ARC guidelines will also help you to meet legal obligations relating to providing first aid.

1.3.1 Consent



To gain consent to do something is to have permission to do it. When responding to an incident requiring first aid you must seek consent from the casualty. You must also stop if they ask you to as this means they no longer give permission to receive first aid.

If the person doesn't give consent and you touch them or they think you will touch them you could be charged with assault or battery.