

## Pre-course self-study



Dear Learner,

Welcome to your course enrolment with First Aid Academy (RTO 40920) in the following unit of competency:

### **HLTAID011 Provide first aid**

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

### **Pre-course learning material**

The amount of training a learner is required to complete for each unit of competency in order to be confident in the subject matter can vary amongst individuals. The amount of training time and material may depend on the student's background and level of experience in the field of training.

First Aid Academy recognises that some learners:

- a) Are new to the training (e.g. school leavers or employees new to the industry)
- b) Have experience in the training of this course or work experience relating to this course

First Aid Academy recognizes that every learner is different and may prefer different ways to gain and absorb knowledge and develop skills. This pre-course learning material has been developed to assist learners that are new to the subject or learners with existing skills and knowledge who wish to refresh and consolidate the content of this unit of competency.

### **Delivery mode**

For learners that are new to the training of first aid, First Aid Academy recommends the completion of the pre-course study. *This will enable the learner to fully gain the knowledge and skills for this course and consolidate their learning by completing the revision questions provided.*

*For learners with prior training or work experience in the course, the provided pre-course study may be completed as a refresher of their existing skills and knowledge.*

*All learners must complete the face to face component of the course. In class, your trainer will ensure and check that all learners have the required knowledge and skills for completing the course and are confident to apply their skills in community and workplace settings while meeting current industry standards.*

## What is first aid?

First aid can be described as the immediate treatment or care of a sick or injured person until an ambulance arrives or the person recovers. First aid may be required in any part of our lives, at home, work, school or play - indoors and outdoors or during sport. Minor or major incidents can happen without notice. And everyone should be prepared and feel confident to provide assistance in an incident until professional help arrives.

At work, workplace health and safety (WHS) legislation requires employers to uphold their duty of care to ensure that workers and other people are not exposed to health and safety risks. This includes preventing exposure to risk (e.g. safe use of equipment, safe surroundings) and how to manage a risk (e.g. dealing with an incident in an appropriate way).

As a first aider in the workplace you are required to have successfully completed nationally recognised training or equivalent level of training that qualifies you to administer first aid. Your nationally accredited training course is based on industry standards and aligned with the leading industry bodies in the provision of first aid in Australia, the Australian Resuscitation Council (ARC) and Safe Work Australia.

The ARC has developed a set of [guidelines on emergency care](#) that form the basis of the first aid treatments you will learn during this course.

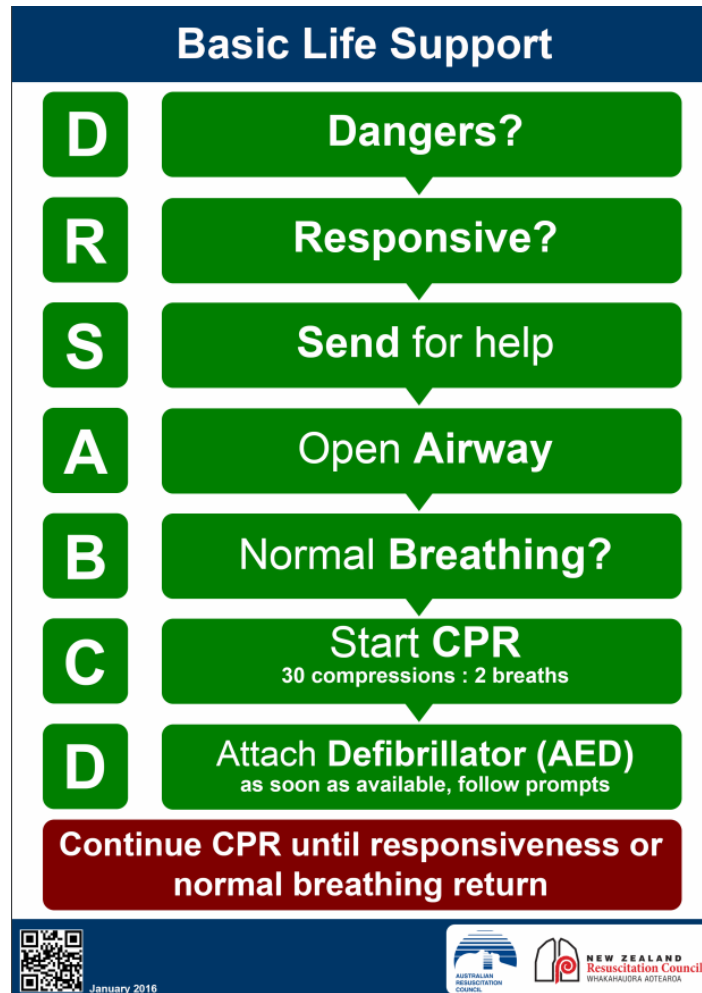
Your initial step as a first aider is to recognise an emergency situation. You will need to assess the situation and the casualty, identify hazards and risks, make decisions on how to provide immediate help and organise professional care.

The injury or illness that you may encounter could be minor or major. The treatment you apply as a first aider may also be minor or major, and may require knowledge and skills on different levels. But it will always require you to assist a casualty in a respectful and reassuring way.



### Your primary assessment:

To assess the emergency situation and the casualty, the emergency action plan DRS ABCD will always help you to ensure your own safety and to stay calm and focused:



Source: [www.resus.org](http://www.resus.org)

Follow the link to [Shock verdict](#) for a practical amusing video demonstration of the DRS ABCD. Your trainer will also demonstrate the DRS ABCD in class for you and you will have plenty of opportunity to practice yourself.

### What is CPR?

The need for cardiopulmonary resuscitation (CPR) arises when a person's breathing or heartbeat has stopped or is abnormal. The supply of oxygen to the brain and vital organs is interrupted and this can lead to severe damage or even death.

Whenever someone is seriously ill or injured or in need of urgent medical help, you will need to call [Triple Zero 000](#) immediately to organise professional care.

CPR is a technique to help you as a first aider to save a life. By giving compressions you simulate the person's heart beat and keep their circulation going. And by giving a rescue breath, you provide the casualty with oxygen that allows the casualty's cells to metabolise energy to perform vital functions such as muscle movement. This includes the body's most precious involuntary muscle: the heart. CPR will help you to keep a casualty's organs alive until the arrival of advanced medical care.

*Find out more about CPR:*

[ANZCOR Guideline 8 – Cardiopulmonary Resuscitation \(CPR\)](#)

In your class your trainer will demonstrate how to apply the DRS ABCD and you will practise how to resuscitate in simulated situations.

**Take some time to reflect on the individual steps of the DRS ABCD:**

- |               |  |
|---------------|--|
| Dangers?      | What dangers can you think of in emergency situations?<br>Dangers for you as a first aider? How can you protect yourself?<br>Dangers for the casualty? |
| Response?     | Is the casualty responsive?<br>What does the response look like?   |
| Send for help | What are the main numbers for Emergency Services?<br>How would you organise help in your workplace?  |
| Airway?       | Is the airway open?<br>What can block the airway?  |
| Breathing?    | Check for breathing (LOOK, LISTEN and FEEL)<br>Look for rise and fall of the chest<br>Listen for breathing sounds?<br>Feel the chest for movement      |



**The casualty is not breathing or not breathing normally:**

- |               |  |
|---------------|--|
| CPR           | Start CPR if no normal breathing is detected<br>Start with 30 chest compressions, followed by 2 rescue breaths |
| Defibrillator | Attach the Automated External Defibrillator (AED) as soon as possible and follow instructions.                 |

**The casualty is breathing normally but is not responsive:**

Place the casualty into recovery position to maintain an open airway and observe the casualty until arrival of Emergencies Services (EMS).



## Further casualty assessment

Using the action plan DRS ABCD during your primary assessment of the casualty helps you to establish any life-threatening conditions. It allows you to establish quickly if a casualty's heart or breathing has stopped and if required start with CPR.

For conditions that are not life-threatening you then proceed with a secondary assessment of the casualty. By asking questions and looking for visual clues, you will get a better picture of the casualty's condition and first aid treatment required.

Ensure that you ask the casualty for their name and gain their consent to proceed. You will then need to ask questions and examine the casualty for vital signs.

QUESTIONS	VITAL SIGNS
What has happened?	<b>Conscious state</b>
Where does it hurt?	Alert / Unconscious
Can you move your arms/ legs?	Responds to verbal / physical stimuli
Do you feel numbness?	<b>Pulse</b>
Do you have any medical conditions?	60-80/min adults, 80 -100/min children
Do you have any allergies?	<b>Breathing</b>
When did you last eat?	16 – 20/min adults, 25-40/min children
Since when have you been feeling unwell?	<b>Skin State</b>
	Hot / cold / dry / clammy
	<b>Temperature</b>
	36.5°C - 37°C

### There are different methods to check a casualty's pulse:

- with use of a pulse oximeter on the casualty's finger tip
- Carotid pulse, feel with three fingers on the casualty's neck
- Radial pulse, feel with three fingers on the casualty's wrist



**Now try and check the pulse and respiration of a friend:**

Tell your friend that you are taking their pulse. Stand next your friend and place three fingers into the groove on their wrist. When you can feel the pulse, count the pulse for 15 seconds, multiply by 4 to get the pulse rate by minute.

You can also note your observations on the force (strong / weak) and the rhythm (regular/ irregular) of the pulse.

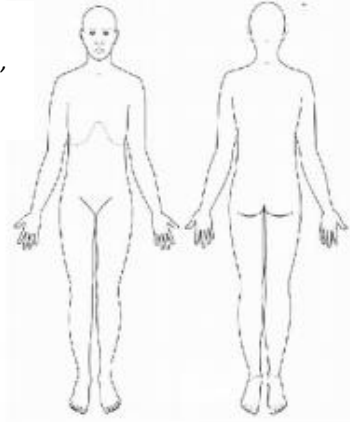
While standing next to your friend, also observe their chest rising and falling for 15 seconds. Multiply by 4 to get the breathing rate per minute.

Note your friend’s vital signs (values and description) in the table below:

Vital signs	Time: am/pm	Time: am/pm
Respiration Value Description		
Pulse Value Description		

Observing and documenting the vital signs of a casualty is an important part of your role as a first aider. Passing on detailed information on vital signs, can be of great use for paramedics and doctors. In your workplace, WHS legislation will require you to complete incident report forms for any minor or major incident you have attended as a first aider.

Please see the following incident report as an example.

CONFIDENTIAL INCIDENT REPORT			CASUALTY EXAMINATION			
Date: <b>3 / 2 / 19</b>	Time: <b>10:00</b>	Workplace/location: <i>Office</i>	Mark the location of injuries on diagrams and briefly describe the injury e. g. cut, bruise, pain, swelling, burn etc. 			
Casualty Name: <i>Jack Smith</i>		Phone: <i>not known</i>				
Date of Birth: <b>20 / 4 / 1965</b>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female					
Address: <i>not known</i>						
Contact Person for Casualty: <i>Paul, friend</i>	Phone: <b>0412 345 678</b>					
What happened (How, when?) <i>Jack felt pain in the chest and collapsed.</i>			Observations of <b>VITAL SIGNS</b> (e.g. value/description)			
First aid action taken (What did you do? Did you use equipment?) <i>Followed DRS ABCD, did CPR for 5 minutes applied two shocks with AED, casualty came back.</i>						
<b>Medical history (circle)</b>  Diabetes            Epilepsy Allergies            Asthma Heart Problems <b>Operations/Injuries</b> Other                Unknown	<b>Hand over to (circle)</b>  <b>Ambulance</b> Hospital Own Doctor            Return to work		<b>Time of incident</b> 10.00 am/pm            10.03 am/pm            10.05 am/pm			
	<b>Post-incident debrief and evaluation (circle)</b>  Debrief / Date <b>YES</b> NO <i>3 / 2 2019</i> Counselling            YES <b>NO</b> Staff meeting <b>YES</b> NO <i>4 / 2 / 2019</i>		<b>Conscious state</b> Alert Responds to Verbal stimuli    No Responds to Physical stimuli    No <b>Unconscious</b> UC	No	No	Semi
	Debrief / Date <b>YES</b> NO <i>3 / 2 2019</i> Counselling            YES <b>NO</b> Staff meeting <b>YES</b> NO <i>4 / 2 / 2019</i>		<b>Pulse</b> Rate (value)                    0                    0                    80 Description (fast, weak)        weak	0	0	80 weak
	Debrief / Date <b>YES</b> NO <i>3 / 2 2019</i> Counselling            YES <b>NO</b> Staff meeting <b>YES</b> NO <i>4 / 2 / 2019</i>		<b>Breathing</b> Rate (value)                    0                    0                    10, shallow Description (shallow, rapid)	0	0	10, shallow
	Debrief / Date <b>YES</b> NO <i>3 / 2 2019</i> Counselling            YES <b>NO</b> Staff meeting <b>YES</b> NO <i>4 / 2 / 2019</i>		<b>Skin state</b> Temperature (value)            --                    --                    36.5 Description (dry, clammy)        --                    --                    dry Colour (pale, grey, pink)        --                    Pale, grey            pale	--	--	36.5 dry pale
Last meal/drink/oral intake: <i>Lunch on board</i>  Current medications: <i>Not known</i>		<b>First Aiders Name:</b> <i>Jimmy Student</i>  <b>First Aider Signature:</b> <i>Jimmy Student</i>	<b>Comments:</b>			

## Sources

ARC guidelines viewed on [www.resus.org.au](http://www.resus.org.au), April 2022

First Aid Code of practice, 2021 April 2022

[First aid in the workplace Code of Practice 2021 \(worksafe.qld.gov.au\)](http://worksafe.qld.gov.au)

[www.triplezero.gov.au](http://www.triplezero.gov.au), viewed 9 May 2019

## Revision questions

1. Describe in your own words what first aid is?

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2. What is cardiopulmonary resuscitation (CPR)?

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3. What is the emergency action plan for your primary assessment?

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4. What does AED stand for?

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5. Checking for vital signs during a secondary assessment includes checking the casualty's pulse.

a) What is a regular pulse rate in an adult? \_\_\_\_\_

b) What is a regular temperature? \_\_\_\_\_

Please see your trainer with any questions you have about the learning content provided and join the discussions in class. We are looking forward to seeing you soon at First Aid Academy.