

**HAILER TRAINING
HLTAID003
PROVIDE FIRST AID
STUDENT ASSESSMENT BOOK**

CONGRATULATIONS ON YOUR ENROLMENT IN FIRST AID TRAINING!

Dear Participant

This Activity book contains 71 questions and several practical activities. Please Note, you must complete at least 90% of these questions before attending your course. Please DO NOT complete practical activities and scenarios, these activities will be completed during training course. IF QUESTIONS ARE NOT COMPLETED YOU WILL NOT BE ALLOWED ENTRY TO THE COURSE. YOU SHOULD ALLOW YOURSELF SEVERAL HOURS OF STUDY TIME. On the day of course, work book is to be presented to your trainer on entry and checked off before you can enter the course. If you fail to complete the activity book you will not be given access to the course and no refund will be issued. If you still would like to complete the course, you will need to pay a re-booking fee (in this case full course fee) to re-sit the course. You MUST also bring along at least one form of Photo ID (if you do not have photo ID, you MUST bring your original copy of your Birth Certificate.) Any Course re- bookings will attract a re-booking fee (in this case full course fee) unless cancellation or changes are made 2 days before the course date. Please be sure to take care of your course materials as they will only be issued once with every booking. To receive another set there will be a \$15 fee. A Session plan is on page 7 this will give you an idea of how the day will progress.

Hailer Training Competent/Not Yet Competent Procedures.

After successfully completing the Student work book and the practical element of the course, attendee must complete and pass a written exam to achieve the First Aid Certificate.

Written Examination – All Attempts x 3

The pass score is 20/20 (100%).

NOTE: should the attendee need another try after being unsuccessful three times. The attendee then must pay \$129.00 to re-sit the whole practical session and the written examination.

The student must be physically be able to deliver CPR for a period of no less than 2 minutes to each an adult and 2 minutes an infant manikin. This will be assessed in the Practical Competency.

All the following assessments must be achieved to receive the Statement of Attainment HLTAID003
Provide First Aid

1. Work Book with questions.
2. Practical Competency.
3. Multiple Choice Questionnaire

Please remember to be at your selected venue 15 minutes prior to the commencement of the course.

HLTAID003: PROVIDE FIRST AID

STUDENT WORK BOOK

RTO TO RETAIN AS EVIDENCE OF TRAINING AND COMPETENCY

Learner Details:	Trainer Details:
Name:	Trainer Name:
Contact number:	Contact Number:
Email:	Email:
Training Location:	Date of Training:
Student Signature:	Trainer Signature of Acceptance:

<p>In signing this form the Learner acknowledges that s/he is ready for assessment and that the assessment & that the assessment process has been fully explained. The assessment information gathering (including Learner name, but no other personal details) will be used by the RTO specific record keeping purpose.</p>	
SIGNATURE OF STUDENT	
<p>Assessor Declaration: I confirm that I have observed the learner demonstrate the skills associated with the elements, performance criteria, critical aspects for assessments and required skills for this unit of competency.</p>	
SIGNATURE OF TRAINER	
	<p>Comments:</p>

REVIEW LOG

Version Number	Date Updated	Details of Updates
Version 1 Created October, 2013	Version 2 April 2014	Changes to session plan and questions
	Version 3 July 2014	Changes to session plan and sequence of scenarios
	Version 4 July 2014	Changes to Student Information.
	Version 5 November 2014	Changes to Student Information and question typographical errors. Changes to CPR assessment time frames.

Training Package: Health Training Package HLT07

Qualification: Statement of Attainment

Unit/s of Competency: HLTAID003 Provide First Aid

Pre Co Requisites NIL

Delivery Method: Local Class-Teacher Directed Max No: 20 per class 4 groups of 5 or less

Assessment Method: **Tool 1: Student Workbook**

Tool 2: Scenario based simulated application of CPR & AED & Practical scenarios

Tool 3: Multiple choice Questionnaire

Matrix

Elements of Competency/ Performance Criteria	Assessment Tool	Description
1. Respond in an emergency situation.	Workbook Practical Activities & Scenario Multiple choice Questionnaire	<ul style="list-style-type: none"> ✓ Role plays. ✓ Questionnaires in workbooks and activity sheets related to subject.
2. Apply appropriate first aid procedures.	Workbook Practical Activities & Scenario Multiple choice Questionnaire	<ul style="list-style-type: none"> ✓ Role plays. ✓ Questionnaires in workbooks and activity sheets related to subject.
3. Communicate details of the incident	Workbook Practical Activities & Scenario Multiple choice Questionnaire	<ul style="list-style-type: none"> ✓ Role plays. ✓ Questionnaires in workbooks and activity sheets related to subject.
4. Evaluate Own performance	Workbook Practical Activities & Scenario Multiple choice Questionnaire	<ul style="list-style-type: none"> ✓ Practical activity of filling out report form. ✓ Questionnaires in workbooks and activity sheets related to subject.

Assessment Environment:

Assessment will take place at various locations to be determined.

Any resources required will be supplied to the students before commencement of the unit of study. All handouts will be provided on the day

Resources:

Session Plan

Time	Duration	Activity
0900	15 mins	Housekeeping Assessment Info
0915	15mins	Review DRSABCD and CPR
0930	60 mins all groups rotate through each scenario	45scenarios Choking, airway obstruction, Respiratory Distress and Asthma Inhaler Administration Snake bite - Envenomation Fracture, sprain and strains Allergy and Anaphylaxis Diabetic management
1030	1045	Morning Tea Break
1045	90mins	Scenarios Continue Bleeding and wound care Drowning Burns Cardiac Arrest, Eye and Ear Injury management Seizures/Convulsions/Epilepsy/febrile Shock
1130	15 mins	Debriefing Session
1215	30 mins	Multiple choice Questionnaire
1245	30 Mins	Lunch Break
1315	180mins +	CPR & AED Video and Demonstration CPR AED Practice and Assessment Each student is assess for 2 mins on each infant and adult 8 mins each
1630-1700		Day Concludes

1. What are the basic principles and concepts underlying the practice of first aid?

2. What do OHS /WHS regulations provide details for?

3. Why must OHS/WHS guidelines be followed at all times?

4. What should first aid principles and practices conform to?

5. What is the chain of survival?
 - A)
 - B)
 - C)
 - D)

6. What personal limitations of the first aider need to be considered?

7. Who owes a duty of care to provide first aid care in a workplace accident/incident?

8. What does the Good Samaritan Act aim to achieve?

9. List 3 social & legal issues that a first aider needs to consider?

10. What is the definition of a risk?

11. What is the definition of a hazard?

12. What could happen if you do not act and make decisions and act promptly in an emergency situation?

13. List 5 Hazards that may exist in a first aid situation?

14. What measure could you employ to minimise risk?

15. How could you adequately isolate hazards?

16. List 3 systems of the body?

17. What are the 2 stages of an initial assessment?

18. What is the difference between a primary and a secondary survey?

19. How do we prioritise in a life and death crisis?

27. Can the guardian of a child provide consent to begin first aid treatment?

28. What information can be found on a medical alert tag?

29. What is the function of a first aider?

30. What are the stages of the DRSABCD action plan?

31. What is an AED?

32. When would you not use an AED?

33. Why do we maintain personal hygiene/infection control in first aid?

42. Why might you need to move a casualty?

43. Why is it preferable to lift a casualty with a stretcher or similar piece of equipment?

44. What signs of life, need to be monitored during first aid management?

45. Why is it so important to constantly monitor the signs of life?

46. What assistance may need to be provided to medical personnel once you have handed the casualty over to them?

47. What are the two main reasons for ensuring the first aid equipment is recovered, cleaned, inspected/tested, stored, restocked and resupplied?

48. How should you talk to the emergency telephone operator?

49. What details needs to be provided to the emergency operator?

57. List 3 strategies that can help deal with stress?

58. What are the benefits of a debriefing session?

59. What action might your employer take to improve your first aid skills?

60. Why is it important to evaluate your own skills/performance?

61. How would a First Aider recognise an abdominal injury?

62. What is the treatment for Epilepsy?

63. What is the procedure if a head, neck or spinal injury is suspected?

64. How do you treat a needle stick injury?

65. What first aid treatment method would apply to an ear injury?

66. A casualty presents with an object protruding from their eye what treatment would the first aider provide?

67. What is the acronym for the treatment of a soft tissue injury?

68. How do you assess the casualty for normal breathing?

69. What conditions are a consequence of the environment?

70. If a casualty has a chest condition, what is the correct body position to place them?

71. If a casualty's is experiencing breathing difficulties, this may indicate the airway is compromised what position do they need to be moved into?

72. When should CPR and attempts at revival cease on a casualty?

73. You find a casualty slumped forward in the front seat of a car; the casualty is not breathing what could this indicate?

Please bring this workbook along with you to your selected workshop. Thank you Hailer Training.