



NATIONALLY RECOGNISED  
TRAINING

HLTAID012

# PROVIDE FIRST AID IN AN EDUCATION & CARE SETTING

BROCHURE NSW 2021

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# About this Course

This Nationally Recognised course offered by Just Careers Training (RTO ID 91413) trading as Licences 4 Work.

The Provide First Aid unit of competency describes the skills and knowledge required to provide a first aid response to infants, children and adults. 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.

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).

Specific licensing requirements, including requirements for refresher training, should be obtained from the Australian Children's Education and Care Quality Authority (ACECQA) and/or relevant state/territory Work Health and Safety Regulatory Authority.

This course includes the requirements of the Provide First Aid and Provide Cardiopulmonary Resuscitation (CPR) certificate and the requirements of the HLTAID010 Provide Basic Emergency Life Support. This provides participants with the theoretical knowledge and practical skills required to respond to breathing and cardiac emergencies..

## OUTCOME

On successful completion of this course participants will be issued with a: **HLTAID012 - Provide First Aid in an education and care setting**

Statement of Attainment incorporating:

- Perform First Aid
- 'Perform CPR' and
- 'Provide Basic Emergency Life Support'

Current industry standard is for this course to be updated every 3 years with the CPR component being updated every 12 months.

## PREREQUISITES

There are no pre-requisites or co-requisites for this competency unit.

For the Advanced Option you must hold a current unexpired certificate for the same course.

## COURSES ON OFFER

**Standard Course** - This option is suitable for those who do not hold a current First Aid certificate or have attained their previous certificate more than 3 years ago (calculated at the time of attendance). This option is also suitable for those that have a current or First Aid certificate and who would like to renew/update their certificates as recommended every three years. Please refer to our website for any promotional prices (is on promotion from time to time).

**Advanced / Refresher** - This option is suitable for those who hold a current First Aid certificate or have attained their previous certificate more than 3 years ago (calculated at the time of attendance). Please refer to our website for any promotional prices (is on promotion from time to time).

## DELIVERY METHOD

Face-to-Face Standard/ Refresher

### Part 1

- **For Standard** – this involves pre course training (self-study) and multiple-choice questions to be completed before attendance.
- **For Advanced / Refresher** - no pre-course study required – simply bring the original copy of your current unexpired (3 years from date of issue) certificate



# Knowledge and Performance Outcomes

Specifically, you will cover the following skills and knowledge:

## PERFORMANCE EVIDENCE

- Following DRSABCD in line with ARC guidelines, including:
  - performing uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - Performing uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on a child resuscitation manikin placed on the floor
  - performing uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - responding appropriately in the event of regurgitation or vomiting
  - managing the unconscious breathing casualty
  - following single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
  - following the prompts of an Automated External Defibrillator (AED)
  - Responding to first aid scenarios contextualised to the candidate's workplace/community setting, and involving infants and children of varying ages including:
    - conducting a visual and verbal assessment of the casualty
    - demonstrating safe manual handling techniques
    - post-incident debriefing and evaluation
    - providing an accurate verbal and written report of the incident
    - conducting a hazard assessment and identified strategies to minimise risk
    - Applying first aid procedures for the following: allergic reaction, anaphylaxis, bleeding control, choking and airway obstruction, envenomation, using pressure immobilisation, 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
    - Locating and interpreting workplace policies and procedures

## KNOWLEDGE

- 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
  - poisoning and toxic substance exposure; respiratory distress; cardiac arrest; shock; and seizures.

## RE ASSESSMENT, COMPLAINTS AND APPEALS

Our trainers have the experiences, abilities and training to effectively assist you in your course by providing well designed training and assessment. During your training you will receive feedback about your performance including suggestions where required. You will also be informed if you are doing exceptionally well!

After assessment, should your trainer feel that after training you still require further training (due to results of the assessments in your course) or you need to be reassessed (assessment is completed during training) you will be informed of your options. If you fail your assessment, reassessment fees and minimum waiting times also apply to reassessment. We have an effective appeals procedure, which you can find on our website, if you dispute the assessor's findings.

If you have a complaint about the course, our trainer/ assessors or anything else, then we also have an effective complaints procedure, which can also be viewed on our website

## WHERE ARE THE COURSES HELD?

The public Face-to-Face courses and all Completion/ Practical are held at one of our training facilities. Please visit our website for further information about current locations..

If you choose to undertake your course by live stream webinar, you may participate from your home, workplace or anywhere else where there is a reliable internet connection.

You may also arrange for this 1-day component of the course to be held in your workplace, school, community centre, etc as long as the venue is suitable. Minimum numbers apply; contact us for further information.

Licences 4 Work can also arrange for training in other locations with sufficient notice and numbers.

## Other important information

### WHAT DO I NEED TO BRING?

#### Face-to-Face Courses

All pens, paper, writing material will be provided by Licences 4 Work.

You will need to bring to your Face-to-Face class;

- Results of your pre-course multiple choice question result (Standard course only)
- Your current certificate (Refresher course only)
- Your stories and experiences!
- Your Identification – between your document and cards: Name, Address, DOB, Photo and Signature
- Comfortable clothing – mild physical activity will be required

### IMPORTANT INFORMATION

This course requires that you demonstrate the skills you learn in your training, including performing CPR on a mannequin on the floor. If you feel you may not be able to get onto the ground, or that your physical health will prevent you from demonstrating CPR (sustained pumping activity for between 2-4 minutes) then please contact our office before you book for further information.

### FEES AND CHARGES

Please refer to our website for fees, charges, terms and conditions.

### FURTHER INFORMATION

For further information about this course, please contact Licences 4 Work on (02) 8292 0111 or visit our websites:

[www.licences4work.com.au](http://www.licences4work.com.au)

[www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)

[www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)

[www.licences4workperth.com.au](http://www.licences4workperth.com.au)