

## Appendices

### Appendix 1: 21659VIC Competency Units

#### 21659VIC COURSE IN FIRST AID MANAGEMENT OF ANAPHYLAXIS

**Unit Code VBP434**      **Unit title - Provide first aid management of severe allergic reactions and anaphylaxis**

**Unit Descriptor**      This unit describes the outcomes required to assist a person suffering an anaphylactic reaction until the arrival of medical assistance. Application of this unit relates to the use of the casualty's own adrenalin device. The treatment would be carried out in accordance with relevant legislation and organisational policies.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Application of the Unit**      This unit can be applied in either the workplace or in the community

#### **ELEMENT**      **PERFORMANCE CRITERIA**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element.

Assessment of performance is to be consistent with the evidence guide.

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|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Assess the situation</b>                                              | <ul style="list-style-type: none"> <li>1.1 <i>Physical hazards are identified and/removed according to established first aid principles and procedures</i></li> <li>1.2 <i>Risks to first aider and others are assessed</i></li> <li>1.3 <i>Casualty's vital signs and physical condition are assessed and the signs of an acute allergic reaction (anaphylaxis) is recognised and responded to according to individual's medical plan</i></li> <li>1.4 <i>Appropriate response is determined to ensure prompt control of situation</i></li> </ul>  |
| <b>2 Provide appropriate first aid treatment for anaphylactic reaction</b> | <ul style="list-style-type: none"> <li>2.1 <i>Casualty is reassured in a caring and calm manner and made comfortable using available resources</i></li> <li>2.2 <i>Resources and equipment are identified, accessed and assessed</i></li> <li>2.3 <i>Casualty's/individual First Aid Anaphylaxis Action Plan is followed where available</i></li> <li>2.4 <i>Appropriate first aid treatment for anaphylaxis is applied</i></li> <li>2.5 <i>Casualty's condition is monitored in accordance with first aid principles and procedures</i></li> </ul> |
| <b>3 Communicate details of the incident</b>                               | <ul style="list-style-type: none"> <li>3.1 <i>Appropriate emergency assistance is requested using relevant media and equipment</i></li> <li>3.2 <i>Details of casualty's condition and first aid management activities are accurately conveyed to emergency services/relieving personnel</i></li> <li>3.3 <i>Documentation is completed in a timely manner, presenting all relevant facts according to established procedures</i></li> </ul>                                                                                                        |

- 4 Evaluate first aid response to Anaphylactic reaction**
- 4.1 Evaluate first aid treatment provided
  - 4.2 Compare first aider's and organisation's response to casualty's first aid anaphylaxis action plan
  - 4.3 Evaluate first aider's and organisation's response in relation to risk management strategies in place in the workplace and submit for consideration any changes as required
  - 4.4 Develop and communicate any changes to organisation's anaphylaxis management plan to all relevant parties
  - 4.5 Recommend that casualty consult their physician to discuss appropriateness of action plan or to develop such a plan

**REQUIRED SKILLS AND KNOWLEDGE**

This describes the essential skills and knowledge and their level, required for this unit.

- Knowledge and skills to carry out first aid principles and procedures
- Knowledge and ability to control the situation prior to administration of first aid treatment for anaphylaxis including urgent request for emergency assistance
- Knowledge and skills in the appropriate application of first aid treatment for anaphylaxis using relevant equipment
- Knowledge and skills to accurately convey casualty's details to emergency services
- Knowledge and skills to complete relevant documentation
- Knowledge and the ability to recognize severe allergies, and the trigger factors associated with them
- Knowledge of prevention and risk management strategies to minimize likelihood of allergic reactions
- Knowledge and the ability to provide input into anaphylaxis management plans for individuals and organisations/workplaces

**RANGE STATEMENT**

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

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| <b>Physical Hazards may include</b>                                | <ul style="list-style-type: none"> <li>• Source of allergic response (eg: bees, ants, chemicals)</li> <li>• Workplace hazards</li> <li>• Environmental hazards</li> <li>• Proximity of other people</li> <li>• Hazards associated with casualty management</li> </ul>                                                                                                                                                                                                                                                                                                                                 |
| <b>Established First Aid Principles and Procedures may include</b> | <ul style="list-style-type: none"> <li>• Checking casualty's medical history</li> <li>• Checking availability of an anaphylaxis management plan and medication</li> <li>• Checking the site for danger to self, casualty and others and minimising the danger</li> <li>• Checking and maintaining the casualty's airway, breathing and circulation</li> <li>• Australian Resuscitation Council guidelines or equivalent are followed</li> <li>• Appropriate emergency assistance may include medical, paramedic, ambulance, higher level first aider, utilities, police &amp; fire brigade</li> </ul> |
| <b>Risks to First Aider may include</b>                            | <ul style="list-style-type: none"> <li>• Risks associated with the source of the allergic reaction</li> <li>• Worksite equipment, machinery and substances</li> <li>• Environmental risks</li> <li>• Contamination by bodily fluids</li> <li>• Risk of further injury to the casualty</li> </ul>                                                                                                                                                                                                                                                                                                      |
| <b>Casualty's vital signs</b>                                      | <ul style="list-style-type: none"> <li>• Breathing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**RANGE STATEMENT**

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| <b>may include</b>                                        | <ul style="list-style-type: none"> <li>• Circulation</li> <li>• Levels of consciousness</li> </ul>                                                                                                                                                                                                 |
| <b>Appropriate Response may include</b>                   | <ul style="list-style-type: none"> <li>• Urgently requesting emergency assistance</li> <li>• Bystander safety</li> <li>• Enlisting bystander assistance</li> </ul>                                                                                                                                 |
| <b>Resources and Equipment may include</b>                | <ul style="list-style-type: none"> <li>• Casualty's own action</li> <li>• Adrenalin (controlled dose injecting device eg EpiPen®)</li> <li>• Oxygen</li> <li>• Other medication</li> <li>• Organisation/workplace policies/procedures on management of severe allergies</li> </ul>                 |
| <b>Casualty's condition may include</b>                   | <ul style="list-style-type: none"> <li>• Envenomation</li> <li>• Wheezing</li> <li>• Difficulty in swallowing</li> <li>• Difficulty in breathing</li> <li>• Reduced conscious state</li> <li>• Swelling</li> <li>• Redness</li> <li>• Shock</li> <li>• Anxiety, distress, sense of doom</li> </ul> |
| <b>Emergency Assistance may include</b>                   | <ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Fire Brigade</li> </ul>                                                                                                                                                                                                              |
| <b>Communication media or Equipment may include</b>       | <ul style="list-style-type: none"> <li>• Telephone (Landline, mobile and satellite)</li> <li>• Two way radio</li> <li>• Alarm systems</li> </ul>                                                                                                                                                   |
| <b>Emergency Services/Relieving Personnel may include</b> | <ul style="list-style-type: none"> <li>• Medical</li> <li>• Paramedic</li> <li>• Ambulance</li> <li>• Other first aiders</li> </ul>                                                                                                                                                                |
| <b>Documentation may include</b>                          | <ul style="list-style-type: none"> <li>• Required WorkCover documentation</li> <li>• Workplace documents</li> <li>• Statutory requirements</li> </ul>                                                                                                                                              |

**EVIDENCE GUIDE**

**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Demonstrated ability to:

- Assess the situation taking into consideration the casualty, risks, physical hazards, appropriate response to take control of the situation
- Appropriately administer the treatment for an anaphylactic
- Communicate details of the incident including requesting emergency assistance, conveying details of the casualty to emergency services and producing appropriate documentation according to established procedures

**RANGE STATEMENT**

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- Context of and specific resources for assessment**
- Practical demonstration of the application of the anaphylactic treatment
  - Assessment of performance requirements in this unit should include assessment in a simulated environment

- Method of assessment**
- The following assessment methods are suggested:
- Assessment should cover a range of skills and knowledge required to demonstrate achievement of the course aim, the administration of adrenalin for an anaphylactic reaction
  - Assessment methods must include practical application and demonstration of skills, and may include oral presentations, written assignments or tests, short answer tests, observation, structured questions and problem solving scenarios.
  - Assessment should take place using a variety of scenarios requiring the administration of adrenalin.

**Unit Code VPAU320**      **Unit title - Develop risk minimisation and management strategies for allergic reaction and anaphylaxis**

**Unit Descriptor**

The unit covers the recognition, management, prevention and risk minimisation strategies related to allergic reactions and anaphylaxis. It provides the outcomes required to develop and implement a management plan to reduce the risk of severe reactions in individuals diagnosed with anaphylaxis.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Employability skills**      Not applicable

**Application of the Unit**

This unit can be applied in a range of workplace settings, however, it has been developed to specifically address the needs of the Victorian Department of Education and Early Childhood Development.

**ELEMENT**      **PERFORMANCE CRITERIA**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element.

Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement.

Assessment of performance is to be consistent with the evidence guide.

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| <b>1 Identify individuals at risk of allergic reactions and anaphylaxis</b> | <p>1.1 <i>Triggers of allergic reactions and anaphylaxis are recognised of allergic reactions and anaphylaxis</i></p> <p>1.2 <i>Signs and symptoms of allergic reactions and anaphylaxis are identified in individuals</i></p> <p>1.3 <i>Strategies to identify children at risk of allergic reactions and anaphylaxis are implemented</i></p> |
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| <b>1 Develop individual anaphylaxis management plans</b>                                                  | 2.1 <i>Medical information is obtained anaphylaxis management plans</i><br>2.2 <i>Allergic reaction/Anaphylaxis Management Plan is prepared</i><br>2.3 <i>Plan is reviewed to ensure that the changing needs of the individual are met</i>                       |
| <b>2 Implement strategies to prevent allergic reactions and anaphylaxis</b>                               | 3.1 <i>Risk assessment is undertaken</i><br>3.2 <i>Strategies are implemented to reduce the risk of severe reactions in individuals</i><br>3.3 <i>Effectiveness of processes are reviewed and feedback provided to relevant staff.</i>                           |
| <b>3 Implement strategies to raise awareness of raise awareness of allergic reactions and anaphylaxis</b> | 4.1 <i>Relevant stakeholders are identified</i><br>4.2 <i>A communication plan is developed</i><br>4.3 <i>Information relevant to the stakeholder cohort is developed and communicated</i><br>4.4 <i>The effectiveness of the communication plan is reviewed</i> |

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.  
 Assessment of this unit must include evidence of the following knowledge and skills:

- Knowledge of allergic reactions and anaphylaxis and the potential consequences of the conditions
- Early recognition of allergic reactions and anaphylaxis in individuals
- Causes of allergic reactions and anaphylaxis
- Signs and symptoms of allergic reactions and anaphylaxis
- Ability to conduct a risk assessment and rate potential risks
- Prevention strategies and risk identification and minimization for individuals at risk
- Sources of relevant information and guidelines
- Models for anaphylaxis management plans
- Roles and responsibilities of individuals in responding to allergic reactions and anaphylaxis
- Relevant organisational policies and procedure
- Relevant government policies, procedures and regulations
- Skills to work cooperatively with others
- Communicate effectively with a range of stakeholders
- Use high level literacy and numeracy skills as required to read, interpret, address and communicate guidelines, protocols and reporting requirements

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

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| <b>Triggers of severe allergic reactions(anaphylaxis) may be:</b> | <ul style="list-style-type: none"> <li>• Foods including peanuts, tree nuts, egg, cow's milk, wheat, soybean, fish and shellfish</li> <li>• Insect bites</li> <li>• Medications, including antibiotics and anaesthetic agents</li> <li>• Latex</li> <li>• Anaesthesia</li> </ul> |
| <b>Signs and symptoms include:</b>                                | <ul style="list-style-type: none"> <li>• Signs of a mild/moderate allergic reaction include:</li> <li>• Hives</li> <li>• Swelling of lips face and eyes</li> <li>• Vomiting,</li> </ul>                                                                                          |

**RANGE STATEMENT**

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- Abdominal cramps
  - Signs and symptoms of a severe allergic reaction and anaphylaxis include one or more of the following:
    - Noisy breathing
    - Difficulty in breathing
    - Difficulty in talking
    - Wheezing or persistent coughing
    - Pale and floppy appearance
    - Loss of consciousness and/or collapse
  - Photo identification
  - Allergic triggers
  - First aid response, including prescribed medication
  - Identification and contact details of doctor
  - Individual allergy or anaphylaxis action plan
- Medical information includes:**
- Individual personal details
  - Parent/carer details (depending on age of individual)
  - Emergency contact
  - Medical information (as above)
  - Individual allergy or anaphylaxis action plan
  - Strategies to avoid allergens
- Allergic reaction/Anaphylaxis Management Plan must include:**
- Identification of potential sources of allergens
  - Effect of different environments on level of risk
  - Rating of risks
- Risk assessment involves:**
- Organisational policies and procedures
  - Staff training
  - Management of food related risks
  - Emergency response procedures
  - Individual allergic reaction or anaphylaxis action plan
  - Sourcing current information and guidelines from peak bodies
- Strategies include:**
- Students
  - Teachers
  - Casual staff
  - Support staff such as After School Program staff
  - Food industry staff such as caterers, canteen staff
  - Volunteers
  - Carers/parents
  - Employers
  - Broader community
- Stakeholders should include:**
- Prevention strategies and risk identification and minimisation for individuals at risk
  - Causes of allergic reactions and anaphylaxis
  - Signs, symptoms of allergic reactions and anaphylaxis
  - Roles and responsibilities of individuals in responding to severe allergic reactions
  - First aid and emergency response procedures
  - Use of EpiPen®
  - Location and storage of EpiPen®
  - Policies and procedures of organisation
- Information to be communicated must include:**

**RANGE STATEMENT**

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Competency in this unit may be demonstrated by the ability to:

- Identify individuals at risk of allergic reactions and anaphylaxis
- Undertake a risk assessment
- Develop and implement strategies to reduce risk
- Communicate with key stakeholders to raise awareness of allergic reactions and anaphylaxis

**Context of and specific resources for assessment**

Assessment must be conducted over time in a workplace or in assessment a simulated workplace setting that reflects current workplace structures and systems.

Resources that may be required for assessment include:

- Management plan template
- Case studies and scenarios

**Method of assessment**

For valid and reliable assessment, evidence should be gathered through a range of assessment methods, such as:

- observation in the workplace
- workplace documentation
- oral and written questioning to assess knowledge
- case studies and scenarios as a basis for discussion of issues and strategies to contribute to best practice