

Appendices

Appendix 1: HLTF301B Competency standard

HLTF301B

Apply first aid

Descriptor

This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance

Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

Pre- /co-requisites

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

This unit incorporates the content of units:

- HLTCPR201A Perform CPR
- HLTF201A Provide basic emergency life support

Application

These skills and knowledge may be applied in a range of situations, including community and workplace settings

Training Package users should ensure implementation is consistent with any specific workplace and/or relevant legislative requirements in relation to first aid, including State/Territory requirements for currency

Application of these skills and knowledge should be contextualised as required to address specific industry, enterprise or workplace requirements and to address specific risks and hazards and associated injuries

A current Senior First Aid, Workplace Level 2 or Level 2 qualification may provide evidence of skills and knowledge required by this competency unit. However, as with all evidence of competence, evidence must be assessed against the requirements specified in the competency unit

ELEMENT

Elements define the essential outcomes of a unit of competency.

1. Assess the situation

PERFORMANCE CRITERIA

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

- 1.1 Identify assess and minimise *hazards* in the situation that may pose a risk of injury or illness to self and others
- 1.2 Minimise immediate *risk* to self and casualty's health and safety by controlling any hazard in accordance with occupational health and safety requirements
- 1.3 Assess casualty and identify injuries, illnesses and conditions

- 2. Apply first aid procedures
 - 2.1 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness
 - 2.2 Use available *resources and equipment* to make the casualty as comfortable as possible
 - 2.3 Respond to the casualty in a culturally aware, sensitive and respectful manner
 - 2.4 Determine and explain the nature of casualty's injury/condition and relevant first aid procedures to provide comfort
 - 2.5 Seek consent from casualty prior to applying first aid management
 - 2.6 Provide *first aid management* in accordance with *established first aid principles* and Australian Resuscitation Council (ARC) Guidelines and/or State/Territory regulations, legislation and policies and industry requirements
 - 2.7 Seek first aid assistance from others in a timely manner and as appropriate
 - 2.8 Correctly operate first aid equipment as required for first aid management according to manufacturer/supplier's instructions and local policies and/or procedures
 - 2.9 Use safe manual handling techniques as required
 - 2.10 Monitor *casualty's condition* and respond in accordance with effective first aid principles and procedures
 - 2.11 Finalise casualty management according to casualty's needs and first aid principles
- 3. Communicate details of the incident
 - 3.1 Request ambulance support and/or appropriate medical assistance according to relevant circumstances using relevant *communication media and equipment*
 - 3.2 Accurately convey assessment of casualty's condition and management activities to ambulance services /other emergency services/relieving personnel
 - 3.3 Prepare reports as appropriate in a timely manner, presenting all relevant facts according to established procedures
 - 3.4 Accurately record details of casualty's physical condition, changes in conditions, management and response to management in line with established procedures
 - 3.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies
- 4. Evaluate own performance
 - 4.1 Seek feedback from *appropriate clinical expert*
 - 4.2 Recognise the possible psychological impacts on rescuers of involvement in critical incidents
 - 4.3 Participate in debriefing/evaluation as appropriate to improve future response and address individual needs

REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

- ARC Guidelines relating to provision of first aid as outlined
- Working knowledge of:
 - basic principles and concepts underlying the practice of first aid
 - procedures for dealing with major and minor injury and illness
 - priorities of management in first aid when dealing with life threatening conditions
 - basic occupational health and safety requirements in the provision of first aid
 - infection control principles and procedures, including use of standard precautions
 - chain of survival
 - first Aiders' skills and limitations
- Understanding of the use of an Automated External Defibrillator (AED), including when to use and when not to
- First aid management of:
 - abdominal injuries
 - allergic reactions
 - altered and loss of consciousness
 - bleeding
 - burns – thermal, chemical, friction, electrical
 - cardiac arrest
 - casualty with no signs of life
 - chest pain
 - choking/airway obstruction
 - injuries: cold and crush injuries; eye and ear injuries; head, neck and spinal injuries; minor skin injuries; needle stick injuries; soft tissue injuries including sprains, strains, dislocations
 - envenomation – snake, spider, insect and marine bites
 - environmental impact such as hypothermia, hyperthermia, dehydration, heat stroke
 - fractures
 - medical conditions, including cardiac conditions, epilepsy, diabetes, asthma and other respiratory conditions
 - near drowning
 - poisoning and toxic substances (including chemical contamination)
 - respiratory distress
 - seizures
 - shock
 - stroke
 - substance misuse – common drugs and alcohol, including illicit drugs
- Awareness of stress management techniques and available support
- Social/legal issues:
 - duty of care
 - need to be culturally aware, sensitive and respectful
 - importance of debriefing
 - confidentiality
 - own skills and limitations

Essential skills:

Ability to:

- Conduct an initial casualty assessment
- Plan an appropriate first aid response in line with established first aid principles, policies and procedures, ARC Guidelines and/or State/Territory regulations, legislation and policies and industry requirements and respond appropriately to contingencies in line with own skills
- Demonstrate correct procedures for performing CPR using a manikin, including standard precautions (i.e. as per unit *HLTCPR201A Perform CPR*)
- Apply first aid principles
- Infection control, including use of standard precautions
- Follow OH&S guidelines
- Demonstrate:
 - safe manual handling
 - consideration of the welfare of the casualty
 - ability to call an ambulance
 - site management to prevent further injury
- Provide assistance with self-medication as per subject's own medication regime and in line with State/Territory legislation, regulations and policies and any available medical/pharmaceutical instructions
- Administer medication in line with state/territory regulations, legislation and policies
- Prepare a written incident report or provide information to enable preparation of an incident report
- Communicate effectively and assertively in an incident
- Make prompt and appropriate decisions relating to managing an incident in the workplace
- Call an ambulance and/or medical assistance according to relevant circumstances and report casualty's condition
- Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols
- Evaluate own response and identify appropriate improvements where required