

## Appendix 1 – HLTFA402B Competency Standard

### HLTFA402B

### Apply advanced first aid

#### Descriptor

This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers  
 This unit builds on HLTFA301B: Apply first aid to include additional skills and use of a range of equipment

#### 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-requisite and related units

This unit should be assessed after achievement of the following related competency unit:

- HLTFA301B Apply first aid

This unit is structured to incorporate the content of:

- HLTFA404A Apply advanced resuscitation techniques

#### Application

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

### Element

### Performance Criteria

Elements define the essential outcomes of a unit of competency.

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. Assess the situation

- 1.1 Identify, assess and minimise hazards that may pose a risk of injury or illness to self and others
- 1.2 Assess risks to first aider and others and determine appropriate response to ensure prompt control of situation
- 1.3 Ascertain and prioritise need(s) for emergency services/medical assistance and undertake triage where required
- 1.4 Deploy resources to appropriate locations as required in line with workplace procedures

- |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Manage the casualty(s)</b>                                              | <ul style="list-style-type: none"> <li>2.1 Determine and explain the nature of casualty's injury/condition and relevant first aid procedures to provide comfort</li> <li>2.2 Respond to the casualty in a culturally aware, sensitive and respectful manner</li> <li>2.3 Seek consent for management of the casualty's injury/illness from person(s) where relevant</li> <li>2.4 Determine and implement welfare procedure according to casualty(s) needs</li> <li>2.5 Control effects of injury and determine and apply appropriate first aid management to meet the needs of the casualty and situation</li> <li>2.6 Assist with self-medication in accordance with State/Territory regulations, legislation and policies and manufacturer's/supplier's instructions and subject to casualty's regime</li> <li>2.7 Monitor casualty's condition and respond in a timely manner in accordance with effective first aid principles</li> <li>2.8 Correctly operate basic life support equipment where appropriate according to relevant legislation and manufacturer's/supplier's instructions</li> <li>2.9 Apply safety procedures for operation of pressurised gases</li> <li>2.10 Use safe manual handling techniques</li> <li>2.11 Finalise management according to casualty's needs and first aid principles</li> </ul> |
| <b>3. Coordinate first aid activities until arrival of medical assistance</b> | <ul style="list-style-type: none"> <li>3.1 Identify available resources required and establish communication links with appropriate personnel, emergency management services and medical assistance as appropriate</li> <li>3.2 Deploy correct amount of resources to appropriate locations in an effective manner to ensure timely arrival of required resources</li> <li>3.3 Document the provision of resources and recommend modifications as required</li> <li>3.4 Monitor the condition of casualties in accordance with first aid principles and workplace procedures</li> <li>3.5 Coordinate evacuation of casualties according to relevant evacuation procedures</li> <li>3.6 Arrange support services for personnel involved in the incident in accordance with relevant principles and procedures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>4. Communicate essential incident details</b>                              | <ul style="list-style-type: none"> <li>4.1 Maintain communication with relevant personnel using appropriate media and equipment</li> <li>4.2 Communicate first aid information with other providers/carers as appropriate to meet their needs and in accordance with workplace procedures</li> <li>4.3 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness</li> <li>4.4 Prepare an incident report in line with organisation requirements</li> <li>4.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>5. Evaluate the incident</b>                                               | <ul style="list-style-type: none"> <li>5.1 Evaluate management of the incident and where required develop an action plan in consultation with relevant parties</li> <li>5.2 Participate in debriefing/evaluation in order to improve future operations and address individual's needs</li> <li>5.3 Formulate and review contingency planning to identify and select alternative management principles and procedures as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Required Skills and Knowledge

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

### *Essential knowledge:*

- Working knowledge of:
  - legal responsibilities and duty of care, including confidentiality
  - basic anatomy (skeleton, muscles, joints, bones), physiology and toxicology
  - ARC Guidelines and/or State/Territory regulations, legislation and policies relating to provision of first aid
  - procedures for dealing with major and minor accidents in the workplace
  - infection control principles and procedures, including using standard precautions
  - how to gain access to and interpret material safety data sheets (MSDSs)
  - company/organisation standard operating procedures (SOPs)
  - priorities of management in first aid
  - occupational health and safety requirements in the provision of first aid.
  - capabilities of emergency management services
  - first aiders' skills and limitations
  - safe storage and handling procedures for pressurised gases
  - advanced resuscitation techniques as per HLTFA404A Apply advanced resuscitation techniques
- First aid management procedures in accordance with ARC Guidelines, state/territory regulations, legislation and policies and organisation requirements for conditions identified in the Range Statement and including:
  - use of AED, oxygen, bronchodilator
  - spinal care
  - management of anaphylactic shock reaction
  - use of analgesic gases
- Incident management procedures:
  - manual handling, hazardous substances, dangerous goods or chemicals
  - basic triage for a multiple casualty incident
  - safe access to the casualty
- awareness of confined spaces and dangerous places
- removal of casualty to safe area, if appropriate
- coordinate activities of other first aiders, if applicable
- First aid management procedures may also relate to emergency childbirth
- Complications and associated methods of management for conditions identified in the Range Statement
- State and territory regulatory requirements relating to currency of skill and knowledge
- Social issues, especially in particular workplace or community context(s) in which first aid is to be applied, including:
  - importance of debriefing
  - need to be culturally aware, sensitive and respectful
  - confidentiality
  - own skills and limitations
- Awareness of stress management techniques and available support
- Safety procedures for the operation of pressurised gases

*Essential skills:*

Ability to:

- Manage specific injuries/illnesses and conditions as identified in the Range Statement for this competency unit
- 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
- Apply advanced resuscitation techniques as per HLTF404A Apply advanced resuscitation techniques
- Use a range of first aid equipment as outlined in the Range Statement
- Demonstrate the application of first aid principles
- Comply with OHS legislation
- 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 and any available medical/pharmaceutical instructions
- Demonstrate:
  - safe manual handling
  - adequate infection control procedures
  - consideration of the welfare of the casualty
  - safe storage and handling procedures for pressurised gases
- Prepare a written incident report or provide information to enable preparation of an incident report
- Interpret and use listed documents
- Communicate effectively and assertively and show leadership in an incident
- Make prompt and appropriate decisions relating to managing an incident in the workplace
- Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols
- Call an ambulance and/or medical assistance according to relevant circumstances and report casualty's condition

**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. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

*Contextualisation to address specific requirements may include:*

- Focus on first aid management of specific types of injury
- First aid provision under specific constraints or circumstances (eg. in confined spaces, in maritime work environment or in work environment involving identified risks/hazards)

*First aid management must take into account:*

- Workplace policies and procedures
- Industry/site specific regulations, codes etc.
- OHS requirements
- State and territory workplace health and safety requirements

*A hazard is:*

- A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these

*Hazards may include:*

- Physical hazards
- Biological hazards
- Chemical hazards
- Hazards associated with manual handling

*Risks may include:*

- Risks from worksite equipment, machinery and substances
- Risks from first aid equipment (oxygen cylinders, AED)
- Environmental risks
- Exposure to blood and other body substances
- Risk of further injury to the casualty
- Risks associated with the proximity of other workers and bystanders
- Risks from vehicles
- Fallen power lines, step and touch potential

*Casualty's condition is managed for:*

- Abdominal injuries
- Airway obstruction
- Allergic reactions
- Altered and loss of consciousness
- Bleeding
- Burns – thermal, chemical, friction, electrical
- Chest pain
- 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
- Near drowning
- Envenomation – snake, spider, insect and marine bites
- Environmental conditions such as hypothermia, hyperthermia, dehydration, heat stroke
- Fractures
- Medical conditions, including cardiac conditions, epilepsy, diabetes, asthma and other respiratory conditions
- No signs of life
- Pain relief
- Poisoning and toxic substances (including chemical contamination)
- Respiratory distress
- Shock
- Seizures
- Stroke
- Substance misuse – all drugs and alcohol, including illicit drugs

*First Aid management skills must include in accordance with ARC Guidelines, State/Territory regulations, legislation and policies and industry requirements:*

- Administration of analgesia
- CPR
- Infection control
- AED
- Identification and management of anaphylactic shock reaction in accordance with ARC Guidelines, State/Territory regulations, legislation and policies and industry requirements

*First aid management must account for:*

- Oxygen administration
- Location and nature of the workplace
- Environmental conditions eg electricity (high or low voltage), biological risks, weather, motor vehicle accidents
- Location of emergency services personnel
- Number of casualties and potential casualties
- Use and availability of first aid equipment, resources and pharmaceuticals
- Types of dangers/risks to the casualty and any others in the vicinity of the situation
- Confined spaces, subject to industry need

*Medications may include in accordance with ARC Guidelines, State/Territory regulations, legislation and policies and industry requirements:*

*Resources and equipment are used appropriate to the risk to be met and may include:*

*Information to be documented may include:*

*Established first aid principles include:*

- Oxygen
- Analgesics
- Bronchodilators
- Casualty's own medications
- Auto-injectors
- Oxygen resuscitation/cylinders
- AED
- Thermometers
- Auto-injectors
- Back boards
- Stretchers
- Soft bag resuscitator
- First aid kit
- Casualty's medication
- Analgesic inhalers
- Analgesic gas equipment
- Resuscitation mask or barrier
- Spacer device
- Cervical collars
- Time
- Location
- Description of injury
- First aid management
- Fluid intake/output, including fluid loss via:
  - blood
  - vomit
  - faeces
  - urine
- Administration of medication including:
  - time
  - date
  - person administering
  - dose
- Vital signs
- Checking the site for danger to self, the casualty and others and minimising the danger
- Checking and maintaining the casualty's airway, breathing and circulation

## 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 Guidelines for this Training Package.

*Critical aspects of assessment:*

- Assessment must include demonstrated evidence of specified Essential Knowledge and Essential Skills identified in this competency unit
- Competence should be demonstrated working individually and, where appropriate, as part of a first aid team
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace or community setting
- Currency of first aid knowledge and skills is to be demonstrated in line with state/territory regulations, legislation and policies, ARC and industry guidelines

*Method of assessment may include:*

- Skills in performing first aid procedures are to be assessed through demonstration, with questioning to confirm essential knowledge
- Skills may be assessed through simulations, using anatomical models, manikins or in a high fidelity simulation centre
- For assessment purposes, demonstration of skills in CPR procedures requires using a model of the human body (resuscitation manikin) in line with ARC Guidelines

*Access and equity considerations:*

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities