



RTO NO: 40954

HLTAID003 Provide First Aid

DESCRIPTION

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Who should do this course?

What this program will cover

This competency based training describes the skills and knowledge required to:

- How to recognise an emergency situation
- Assess the casualty and recognise the need for CPR
- Seek assistance from emergency response services
- Chain of survival
- Perform cardiopulmonary resuscitation in accordance with ARC guidelines
- Operate automated external defibrillator (AED) according to manufacturer's instructions
- Display respectful behaviour towards casualty & Legal, workplace and community considerations
- Abdominal injuries
- Allergic reaction
- Anaphylaxis
- 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
- Fractures
- Febrile convulsions
- Head, neck and spinal injuries
- Minor skin injuries

- Needle stick injuries
- Poisoning and toxic substances
- Respiratory distress, including asthma
- Seizures, including epilepsy

Are there physical requirements for this course?

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:
 - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
 - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface

COURSE DURATION

- Estimated completion time: 10 hours face to face plus pre-reading materials.

Materials Provided

- Emergency First Aid: A quick guide booklet
- Bandages

This certificate is valid for:

ACTA College recommends, as per the First Aid in the Workplace Code of Practice and the Australian Resuscitation Council (ARC) guidelines that first aid skills are renewed every three years and CPR/resuscitation skills are renewed every 12 months.

Student Support

We provide equitable access to all required educational and support services, so that no student is disadvantaged to be able to enroll into this course regardless of their mode of study or location. Students can organise to meet with their trainer on a one-to-one basis for additional support, plus email and phone contact.

VENUE

- 32 Terminus Street LIVERPOOL NSW 2170

DELIVERY METHOD

- Face-to-face plus pre-reading materials

COURSE FEES

- \$120.00

RESOURCES

Students are issued with learning materials and handouts relevant to each unit.

ASSESSMENT

Practical assessment: DRSABCD

- Practical assessment: Injury/illness scenario
- Theory assessment: CPR theory assessment (only if you are completing the CPR course)
- Theory assessment: EFA Theory assessment
- Theory assessment: Skills assessment sheet 1
- Theory assessment: Skills assessment sheet 2
- Theory assessment: Theory paper

ENTRY REQUIREMENTS

- Be at least 18 years old
- Have sufficient LLN skills to enable reading and analysing relevant legislative, regulatory and industry documentation

Foundation skills required

Foundation skills are the underpinning skills required for participation in the workplace, the community and in adult education and training.

Learning – to learn to work safely in the construction industry

Reading – in order to read and understand signs, workplace forms, and instructions and to make accurate reports.

Writing – in order to record details and to make reports using handwritten skills and computer skills

Oral communication – to employ reporting, communication and information-gathering techniques

Numeracy – to calculate risk rank for risk assessment

Unique Student Identifier (USI)

Completing any vocational education course in Australia, it is a requirement for you to obtain and supply a USI. This is obtainable from usi.gov.au If a USI is not supplied and verified with usi.gov.au a certificate cannot be issued to you.

REFUND INFORMATION

We will make refunds to students in certain circumstances as listed in the table below. To apply for a refund you should: email a request/ fill in our Refund Form located on our website and send to admin@actacollege.edu.au

REFUNDS	
Circumstance	Refund Policy
Withdrawing from a training program	You will be entitled to a full refund of fees paid if you withdraw more than 7 days before the scheduled start of the training program
	If you withdraw within 7 days before the scheduled start of the training program you will be entitled a credit voucher may be obtained for any future class for a period of one year only, OR, apply in writing to the Committee for a refund. Once a course has started funds are committed and cannot be refunded or transferred.
If a training program is cancelled before commencement	You will be entitled to a full refund of fees paid
Provider Fee Refund Guarantee	
IF for any reason we cannot complete the training	You will be entitled to a refund of fees proportional to the amount of training not delivered

Contact us

For further information, please contact us:

ACTA COLLEG PTY LTD

32 Terminus Street LIVERPOOL NSW 2170 Phone: 02 9601 6662

admin@actacollege.edu.au

www.actacollege.edu.au