

Units of competency in this session:	HLTAID003 Provide first aid
Session prepared by:	Image Australian Modern Academy Pty Ltd
Resources/equipment required for delivery:	<ul style="list-style-type: none"> ▪ Infant and adult resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures ▪ Roller bandages ▪ Triangular bandages ▪ Trauma dressings including eye patch ▪ At least two different types of placebo bronchodilators and a spacer device ▪ Emergency rescue blanket ▪ At least two different types of adrenalin auto-injector training device (for example, EpiPen and anapen) ▪ An AED training device ▪ An incident, injury, trauma and illness record, or other appropriate workplace incident report form ▪ Workplace procedures for first aid and emergency management.
Supporting documents:	<ul style="list-style-type: none"> ▪ Emergency First Aid, John Haines, Edition 17 (remove if not applicable) – one copy per student ▪ Anaphylaxis and Asthma, John Haines, Edition 4 (remove if not applicable) – one copy per student ▪ Australian Resuscitation Council (ARC) Guidelines ▪ First Aid in the Workplace: Code of Practice – Safework Australia ▪ HLTAID003 Marking Guide (for assessor) ▪ HLTAID003 Assessment Record Tool (for the assessor to use for recording outcomes) ▪ HLTAID003 Self-paced Workbook (for the students to complete prior to attending the course) ▪ HLTAID003 Assessment Task 2 & 3 booklet (for students) ▪ HLTAID003 Theory Test (for students: to be completed during the course)

Time	Details	Training aids: Textbook Slides
DAY 1		
9.00am–9.30am (30 mins)	<ul style="list-style-type: none"> Trainer introduction About HLTAID003 Provide first aid and overview of the sessions Work health and safety procedures Break times Assessment 	Slide 1
9.30am–10.30am (1 hour)	<p>Introduction to first aid</p> <ul style="list-style-type: none"> Definition of first aid Aims of first aid – preserve life, protect the unconscious, prevent the condition worsening, promote recovery, seek medical assistance Importance of reassurance and TLC First Aid Guidelines and peak clinical bodies Legal issues <ul style="list-style-type: none"> Consent Duty of care Negligence Record keeping Privacy/confidentiality Workplace First Aid <ul style="list-style-type: none"> Code of Practice Employer responsibilities Workplace procedures GROUP WORK: Group discussion on what might be included in workplace first aid/emergency procedures Risk management <ul style="list-style-type: none"> GROUP WORK: Undertake a risk assessment for a workplace (for example, choose an environment that at least one of the students are working in) using the Hazard Risk Assessment matrix Manual handling: Moving casualties, positioning self for first aid 	<p>Emergency First Aid Text book pages 2–4, 21, 24, 206–209 Slides 2–17</p>

Time	Details	Training aids: Textbook Slides
	<ul style="list-style-type: none"> – Infection control: sources of infection, dealing with blood, use of gloves, face masks, using other things for protection on the scene 	
10.30am–10.45am (15 mins)	Morning tea	
10.45am–12.30pm (1 hr 45 mins)	<p>Introduction continued</p> <ul style="list-style-type: none"> ▪ Respectful behaviour ▪ Basic anatomy ▪ Psychological impact <ul style="list-style-type: none"> – Symptoms of stress – Importance of debriefing ▪ Emergency services numbers ▪ Priorities of first aid <ul style="list-style-type: none"> – Primary survey – DRS ABCD – Basic Life Support Flow Chart – GROUP WORK: Practice in groups the Dangers, Response and Send for Help section of the DRSABCD – Chain of survival – importance of early action <p>CPR – go through CPR in detail</p> <ul style="list-style-type: none"> ▪ Recovery position <ul style="list-style-type: none"> – ACTIVITY: Practice placing in recovery position ▪ Airways, CPR – compressions <ul style="list-style-type: none"> – Adults, children and babies – Rescue breaths – Single Rescuer CPR – Duration and cessation of CPR ▪ Defibrillation <ul style="list-style-type: none"> – ACTIVITY: practice CPR – single rescuer; practice use of defibrillator 	<p>Emergency First Aid Text book pages 3–4, 6–7, 24, 25 28–50</p> <p>Slides 18–39</p>

Time	Details	Training aids: Textbook Slides
12.30pm–1.00pm (30 mins)	Lunch break	
1.00pm–2.45pm (1 hour 45 mins)	<ul style="list-style-type: none"> Unconsciousness <ul style="list-style-type: none"> Levels of consciousness Airway takes precedence over other injury (spinal) Recovery position ACTIVITY: Practice management of unconscious, breathing casualty Secondary survey <ul style="list-style-type: none"> Visual and verbal ACTIVITY: Practice secondary surveys and taking and recording of vital signs 	Emergency First Aid Text book pages 11-17 Slides 40–50
2.45pm–3.00pm (15 mins)	Afternoon tea	
3.00pm–4.00pm	<ul style="list-style-type: none"> Choking <ul style="list-style-type: none"> Back slaps/chest thrusts Adults and children procedures ACTIVITY: Practice treatment for choking – adult and child technique Bleeding <ul style="list-style-type: none"> Internal External Stemming bleeding Basic wound care Dressings and bandaging ACTIVITY: Practice bleeding control , basic wound care 	Emergency First Aid Text book pages 30–31, 33–36, 58–59, 64–83 Slides 50–57
4.00pm–5.00pm	Assessment Task 2 – Scenario 1 and 2	Marking Guide
DAY 2		
9.00am–9.15am (10 mins)	<ul style="list-style-type: none"> Recap from Day 1 	

Time	Details	Training aids: Textbook Slides
9.15am–10.15am (60 mins)	<ul style="list-style-type: none"> ▪ Cardiac conditions ▪ Head and spinal conditions ACTIVITY: Practice stabilising and moving a person with head/spinal injuries ▪ Abdominal injuries ▪ Crush injuries ▪ Shock ACTIVITY: Treat for shock ▪ Diabetes <ul style="list-style-type: none"> – Hypo and hyper ▪ Asthma <ul style="list-style-type: none"> – Asthma management plan – 4 puffs – 4 breaths – 4 minutes – Use of spacers ACTIVITY: Practice treatment of asthma attack, including assisting with administration of puffer with and without spacer ▪ Anaphylaxis <ul style="list-style-type: none"> – Anaphylaxis management plan – Administration of adrenalin (auto-injector) ACTIVITY: Practice treatment of anaphylaxis with EpiPen/Anapen 	Emergency First Aid Textbook pages 86-94, 74-77, 84-85, 97-98, 108-111, 159-162, 165-166, 173 Asthma & Anaphylaxis textbook pages 18-55 Slides 58-76
10.15am –10.45 am (30 mins)	Assessment Task 2 – scenarios 3 and 6	Marking Guide
10.45am–11.00am (15 mins)	Morning tea	

Time	Details	Training aids: Textbook Slides
11.00am–12.15pm (1hr 45 mins)	<ul style="list-style-type: none"> ▪ Seizures <ul style="list-style-type: none"> – Epilepsy – Febrile convulsions ▪ Stroke <ul style="list-style-type: none"> – FAST ▪ Envenomation <ul style="list-style-type: none"> – Pressure immobilisation method <p>DISCUSSION AND ACTIVITY: Class discussion on whether pressure immobilisation method is used or not; practice pressure immobilisation technique for snake bite</p> ▪ Poison ▪ Burns <ul style="list-style-type: none"> – Thermal – Electrical – Chemical – Friction – Rule of 9s 	<p>Emergency First Aid Textbook pages 163, 167-168, 184- 196, 197-203, 99- 104</p> <p>Slides 77–92</p>
12.15pm –12.45pm (30 mins)	Assessment Task 2 – scenarios 4 and 5	Marking Guide
12.45pm–1.15pm (30 mins)	Lunch break	
1.15pm– 2.45pm (1 hr 30 mins)	<ul style="list-style-type: none"> ▪ Fractures and dislocations <ul style="list-style-type: none"> – Types – Immobilisation techniques ▪ Soft tissue injuries – bruises, sprains and strains <ul style="list-style-type: none"> – RICE <p>ACTIVITY: Practice immobilising fractures; bandaging dislocations, sprains and strains; RICE;</p> 	<p>Emergency First Aid Textbook pages 39, 82-83, 105-125, 128-133, 170-175</p> <p>Slides 93–114</p>

Time	Details	Training aids: Textbook Slides
	<ul style="list-style-type: none"> ▪ Drowning ▪ Environmental impact <ul style="list-style-type: none"> – Hypothermia – Hyperthermia: <ul style="list-style-type: none"> ○ Heat cramps ○ Heat exhaustion ○ Heat stroke ▪ Ear injuries ▪ Eye injuries <p>ACTIVITY: Treatment of eye injury with an embedded object</p> ▪ Reporting requirements <ul style="list-style-type: none"> – Handover to health care professionals – Report to supervisor – Formal incident reporting 	
2.45pm–3.00pm (15 mins)	Afternoon tea	
3.00pm – 3.45pm (45 mins)	Assessment Task 2 – scenario 7	Marking Guide
3.45pm–4.00pm (15 mins)	Assessment Task 3 – Incident report	Marking Guide
4.00pm–4.45pm (45 mins)	Assessment Task 4 – Theory Test	Marking Guide
4.45pm–5.00pm (15 mins)	General discussion/feedback	