

# HLTAID012

Provide First Aid in an education and care setting

# **Table of Contents (Extract)**

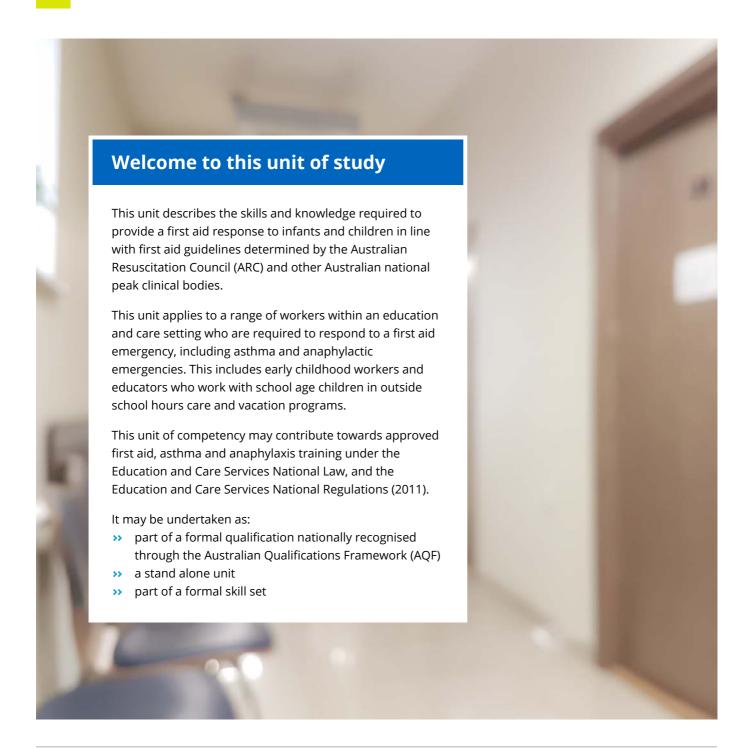
NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit HLTAID012.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/HLTAID012/

# Trainer/assessor guide HLTAID012 Provide First Aid in an education and care setting



## Contents

About this trainer/assessor guide	4
earning resource	5
Topic 1: Respond to an emergency situation	5
Recognise and assess an emergency situation	5
Ensure safety for self, bystanders and casualty	7
Assess the casualty and recognise the need for a first aid response	9
Seek assistance from emergency services	13
Check your understanding	15
Topic 2: Apply appropriate first aid procedures	17
Perform CPR in accordance with ARC guidelines	17
Established first aid principles	19
Ensure casualty feels safe, secure and supported	21
Obtain consent for treatment if possible	22
Use available resources to make casualties comfortable	
Operate first aid equipment according to manufacturers' instructions	25
Monitor the casualty's condition and respond in accordance with first aid principles	29
Check your understanding	
Topic 3: Communicate details of the incident	
Accurately convey incident details to emergency services	
Report the details of an incident according to workplace or site procedures	
Complete applicable workplace or site documentation, including incident report form	
Report details of incidents involving infants and children to parents or caregivers	40
Follow appropriate workplace or site procedures to report serious incidents to the regulatory	
authority	
Maintain privacy and confidentiality of information in line with statutory or organisational policies .	
Check your understanding	
Topic 4: Review the incident	
Recognise the possible psychological impacts on self and other rescuers and seek help when requi	
Contribute to a review of the first aid response as required	
Check your understanding	
Topic 5: Additional learning	
Guidelines and procedures	
Legal, workplace and community considerations	
Signs, symptoms and management of a range of conditions and injuries	
Identification and management of a sick infant	
References	87
Assessment workbook	89
Unit information	
What is competency-based assessment?	92
How will my competency be assessed?	93
Assessment agreement	
Foundation skills checklist	95

Skills recognition	96
Topic 1: Respond to an emergency situation	97
Topic 2: Apply appropriate first aid procedures	98
Topic 3: Communicate details of the incident	99
Topic 4: Review the incident	100
Knowledge questions	101
Topic 1: Respond to an emergency situation	103
Topic 2: Apply appropriate first aid procedures	110
Topic 3: Communicate details of the incident	122
Topic 4: Review the incident	130
Topic 5: Specific knowledge evidence	133
Performance tasks	144
Third party evidence collection agreement	146
Topic 1: Respond to an emergency situation	148
Topic 2: Apply appropriate first aid procedures	150
Topic 3: Communicate details of the incident	152
Topic 4: Review the incident	154
Completion record	156
Unit mapping	157
Trainer/ assessor user instructions	162



## About this trainer/assessor guide

## **Learning resource**

The learning resource is divided into the following topics:

- >> Respond to an emergency situation
- >> Apply appropriate first aid procedures
- Communicate details of the incident
- >> Review the incident
- Additional learning

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- >> a set of true or false questions
- a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

### **Assessment workbook**

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- >> information on competency-based assessment
- >> instructions on how you will be assessed
- >> assessment tools to assess your competence
- >> instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

#### **Disclaimer**

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.