

# OCCUPATIONAL FIRST AID REACCREDITATION

:: course summary sheet **FA12** ::

ALL BUSINESSES IN AUSTRALIA HAVE TO PROVIDE A SAFE WORKPLACE FOR ALL EMPLOYEES, VISITORS & CONTRACTORS. THIS COURSE BUILDS ON THE SKILLS AND KNOWLEDGE FROM APPLY FIRST AID HLTF301B. IT IS IDEAL FOR FIRST AIDERS REQUIRING A HIGHER LEVEL OF PREPAREDNESS IN ORDER TO ADEQUATELY HANDLE A WORKPLACE EMERGENCY UNTIL ARRIVAL OF THE AMBULANCE. THE COURSE IN OCCUPATIONAL FIRST AID ALSO PREPARES THE FIRST AIDER TO SKILFULLY USE OXYGEN AND OTHER RESUSCITATION / FIRST AID EQUIPMENT AVAILABLE.

<b>NTIS Code:</b>	HLTFA301B, HLTFA402B and HLTFA403A
<b>Certificate issued:</b>	Statement of attainment – OCCUPATIONAL FIRST AID
<b>Certificate valid:</b>	3 years. Australian Resuscitation Council recommends annual update of Resuscitation skills. Apply Advanced Resuscitation Techniques (HLTFA404A) must be updated annually.
<b>Duration:</b>	2 days (approximately 20 hours). This course is conducted in a mixed mode of delivery. It consists of approximately 16 hours face-to-face learning and 4 hours pre-course homework. All required pre-course assignments MUST be completed prior to attending the practical course day.
<b>Who should attend:</b>	All businesses in Australia have to provide a safe workplace for all employees, visitors & contractors. This course builds on the skills and knowledge from Apply First Aid HLTFA301B. It is ideal for first aiders requiring a higher level of preparedness in order to adequately handle a workplace emergency until arrival of the ambulance. The course in occupational first aid also prepares the first aider to skilfully use oxygen and other resuscitation / first aid equipment available. The course addresses in detail the establishing and maintaining of appropriate first aid facilities in a workplace. The course in occupational first aid is most suitable for people in nominated workplace first aider roles.

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**Prerequisites:** To attend the refresher course for Occupational First Aid, the course participant MUST hold a valid Occupational First Aid certificate. Also, please note that ALL pre-course homework must be completed prior to attending the practical training days.

**Units:** Occupational First Aid is a combined course of two main competencies: Apply Advance First Aid HLTF402B and Manage First Aid in the Workplace HLTF403A. It incorporates units HLTF301B Apply First Aid and HLTF404A Apply Advanced Resuscitation Techniques. Separate certificates can be issued upon request.

**Assessments:** Written and practical assessments

**Elements:**

*Assess the situation* – includes:

- Identify, assess and minimize hazards
- Minimise immediate risk in accordance with OHS principles
- Prioritise needs for medical assistance and undertake triage when required
- Organise first aid resources to appropriate locations
- Casualty assessment

*Apply first aid procedures / Manage the casualty* – includes:

- Provide information to casualty in a calm manner
- Make casualty comfortable using available resources
- Respond to casualty in a culturally aware manner
- Determine and explain nature of casualty's condition / injury
- Seek consent from casualty for treatment
- Provide first aid treatment in accordance with established first aid principles for:
  - Abdominal injuries
  - Airway obstruction
  - Allergic reactions
  - Altered and loss of consciousness
  - Bleeding
  - Burns
  - Injuries: crush, eye, ear, head, neck, spinal, needle stick, soft tissue and minor skin injuries
  - Near drowning
  - Envenomation
  - Environmental conditions
  - Fractures
  - Medical conditions, such as cardiac conditions and chest pain, epilepsy, diabetes, asthma and other respiratory conditions and stroke
  - No signs of life
  - Pain relief
  - Poisoning and toxic substances
  - Respiratory distress / arrest
  - Seizures
  - Shock
  - Substance misuse
- Apply appropriate first aid management:
  - Perform CPR
  - AED
  - Administration of analgesia (such as analgesic inhalers or analgesic gas)
  - Infection control
  - Management of anaphylactic shock (includes use of an adrenaline auto-injector, such as Epi-Pen®)
  - Administration of oxygen

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## Elements (cont):

- Assist with self medication
- Seek assistance from others
- Correctly operate basic life support equipment
- Use safe manual handling techniques
- Monitor casualty's condition
- Apply safety procedures
- Use safe manual handling techniques

### *Coordinate first aid activities until arrival of medical assistance* – includes:

- Identify available resources
- Deploy correct amount of resources
- Document the provision of resources
- Monitor the condition of casualties
- Coordinate evacuation of casualties
- Arrange support services for personnel involved in the incident

### *Communicate details of incident* – includes:

- Maintain communication between personnel involved in the incident
- Communicate first aid information with other providers / carers
- Calmly provide information to the casualty
- Prepare an incident report
- Maintain confidentiality of records

### *Evaluate the incident* – includes:

- Evaluate management of the incident
- Recognise possible psychological impacts on rescuer
- Participate in debriefing, evaluation to improve future operations
- Form and review emergency plans

### *Prepare resuscitation equipment ready to use* – includes:

- Pre-check of resuscitation equipment
- Diagnose minor equipment faults
- Identify and deal with major faults in accordance with organisation procedures

### *Apply bag and mask resuscitation technique* – includes:

- Assemble the bag valve resuscitation device
- Use bag valve mask in delivery of CPR
- Select and use an oropharyngeal airway to maintain casualty's airway

### *Attach and operate an AED* – includes:

- Attach and operate the AED in accordance to organisation procedures, manufacture's guidelines, ARC guidelines and state legislation.
- Coordinate operation of AED with the resuscitation team to minimise interruptions to CPR

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## Elements (cont):

*Administer oxygen* – includes:

- Store, handle and operate medical oxygen equipment safely
- Select and operate oxygen masks for oxygen therapy
- Provide oxygen via bag mask device
- Provide supplemental oxygen to a breathing casualty

*Operate suction equipment* – includes:

- Safely operate suction devices
- Select and operate suction devices
- Provide suction during application of advanced resuscitation techniques

*Restore and maintain equipment ready for future use* – includes:

- Clean, discard, disinfect, replenish and recharge equipment in accordance with organisation procedures and manufacturer's instructions

*Establish a workplace first aid facility* – includes:

- Plan a first aid facility to meet legislative requirements
- Identify potential workplace hazards and assess the risk to determine specific workplace requirements for first aid
- Identify equipment and resources required to meet workplace first aid needs
- Identify personnel requirements according to legislative and workplace requirements
- Establish systems to maintain first aid currency
- Provide information to encourage risk minimisation

*Manage a workplace first aid facility* – includes:

- Monitor and maintain availability of resources to support workplace first aid response
- Conduct regular inspections of stock, equipment and operational readiness
- Ensure waste is disposed according to legislative and workplace procedures
- Ensure equipment and resources are stored appropriately
- Contribute to the review of workplace risks and
- Contribute to planning for a response to major workplace incidents
- Deploy equipment, resources and personnel to ensure effective first aid
- Use safe manual handling techniques

*Manage workplace first aid records* – includes:

- Ensure documentation is completed according to legislative requirements
- Maintain first aid records
- Send relevant documents to appropriate bodies
- Maintain confidentiality of records

*Evaluate the provision of first aid in the workplace*

- Evaluate management of workplace incidents and develop action plans
- Participate in debriefing
- Ensure first aid is provided in culturally aware, sensitive and respectful manner
- Implement and evaluate workplace management procedures
- Formulate and review emergency plans