



AUSTRALIAN LIFESAVING  
**ACADEMY**

# **Apply (Senior) First Aid Certificate**

**Flexible Delivery Learner Guide**



## **Acknowledgments**

This education resource has been developed by the Australian Lifesaving Academy.

Surf Life Saving Australia (SLSA) wishes to acknowledge Surf Life Saving South Australia for supplying the activity content for use by all surf lifesaving state and territory academies. SLSA would also like to acknowledge the following people who contributed their time and expertise to support the development of this resource:

Marcia Fife (Surf Life Saving Queensland), Robert O'Brien (Surf Life Saving Australia), Bob Powell (Surf Life Saving New South Wales), Danielle Smith (Life Saving Victoria), Stuart Wall (Lifesaving Victoria).

SLSA would like to acknowledge the financial support it has received from the Federal Department of Education, Employment and Workplace Relations. The views expressed herein do not necessarily represent the views of the Commonwealth of Australia. The Commonwealth of Australia does not give any warranty or accept any liability in relation to the content of this work.

Lifesaving Victoria would like to acknowledge the following person for adjusting the resource for Victoria:

Danielle Smith- State Research and Resource Development Co-ordinator

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## Participant Details

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Suburb:

Postcode:

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Phone:

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## Terminology








The following terms are used throughout this guide.

- First Aid -** First aid is the initial care of the suddenly sick or injured until medical aid arrives or the casualty recovers.
- CPR -** Cardiopulmonary resuscitation is the combination of rescue breaths and chest compressions to artificially continue oxygenation and circulation of blood until medical aid arrives.



## Icons

The following icons (symbols) are used throughout Australian Lifesaving Academy training resources to indicate the types of activities you will be undertaking as you work through your course.

	<b>Course Aim and Objectives</b> This icon is used to bring attention to the course aim and objectives.
	<b>Reading</b> This icon indicates that learners are required to undertake an individual reading task.
	<b>Individual Learning Activity</b> This icon indicates that learners are required to undertake an individual learning activity. This will usually involve the documenting of individual thoughts and ideas.
	<b>Group Learning Activity</b> This icon indicates that learners are required to undertake a group learning activity. Group activities may be completed in pairs, trios or larger groups.
	<b>Case Study</b> This icon indicates that learners are required to undertake an analysis of a particular case or situation used as a basis for drawing conclusions in similar situations.
	<b>Remember this!</b> This icon is used to recap important and critical issues or content that learners should pay particular attention to.
	<b>Assessment Activity</b> This icon indicates that learners are required to undertake an individual assessment of their skills and/or knowledge. This may involve completion of a scenario, a set of multiple choice questions and/or a written exam.



## Course Introduction



The purpose of this course is to help you to gain the knowledge and skills to deliver emergency care and deal with injuries at an incident scene.

You will also develop knowledge and skills to enable you to demonstrate competence in the nationally recognised unit(s) of competency:

- HLT CPR201A Perform CPR
- HLTFA201A Provide Basic Emergency Life Support
- HLTFA301B Apply First Aid
- PUAEME001B Provide Emergency Care
- PUAEME002C Manage Injuries at an Emergency Incident

The units starting with the prefix HLT are from the HLT07 Health Training Package suite of generic first aid competencies, they are not aligned to a particular qualification.

Depending upon the competencies your State Academy is registered to deliver, you may also be issued the units of competency starting with the prefix PUA which are from the Public Safety Training Package and are core units in of the Certificate III in Public Safety (Aquatic Search and Rescue)

### Prerequisites

To commence training for the Senior First Aid Certificate you must meet the following course prerequisites:

- Be at least 14 years of age on the date of final assessment

### First aid currency

For a First Aid qualification to be recognised for use in a workplace, you must refresh your skills by completing a refresher course or full course every three years. In addition to maintaining first aid skills it is a requirement for a workplace first aider to complete regular updates of CPR skills as set out by the Australian Resuscitation Council. The Australian Resuscitation Council recommends that CPR skills are updated at least annually.



## **Course Outcomes**

By the end of this course, you should be able to:

- understand the priorities in an emergency situation
- undertake a primary assessment of an injured person
- manage respiratory conditions
- manage cardiac conditions
- perform cardiopulmonary resuscitation
- manage bleeding and shock
- manage medical emergencies
- manage musculoskeletal injuries
- manage head, neck and spinal injuries
- manage chest, abdominal and pelvic injuries
- manage poisoning and envenomation
- manage temperature related illness and injuries
- document treatment provided.

## **Your current skills and knowledge (RPL)**

You may already have some of the required knowledge and/or skills for this course. Perhaps you have completed similar training activities in previous work, learned them from performing your job or in another training course.

If you can demonstrate to your Facilitator/Assessor that you are competent in a particular unit of competency, you will not need to repeat the training for it. This is called Recognition of Prior Learning or RPL. Your prior learning is recognised when you can successfully demonstrate that you are competent.

If you feel confident you already have some or all of the competencies delivered in this module, ask your Facilitator/Assessor for a copy of the RPL Information Kit which includes a Self-Assessment Checklist for the course. You can check if you are likely to be found competent by completing the checklist.

If you feel that you can demonstrate competency, talk to your Facilitator/ Assessor about having this formally recognised. Your Facilitator/Assessor will then help you to provide evidence of competency.

Competency can be demonstrated in a number of ways, and most commonly it is done by:

- showing you already have a recognised qualification which delivered the same unit/s of competency OR
- undertaking the assessment tasks for the course.

Talk to your Facilitator/Assessor for more information about RPL.



## **What you need to complete this course**

To complete the learning for this Unit of Competency you will need:

- a copy of the First Aid Training Manual
- a copy of this Flexible Delivery Learner Guide
- to be registered into and attend an ALA flexible delivery (single day) course

## **How to use this Flexible Delivery Learner Guide**

The workbook provides you with information and activities that will enable you to gain an underpinning knowledge of First Aid.

You should:

- Read the relevant pages of the First Aid Training Manual, the supplementary Safety and Injury Prevention book, and other resources as directed
- Complete the activities in this workbook, referring to the information you have just read

The activities in this Learner Guide replace the theoretical delivery given during a face to face course. This self paced study allows the face to face course time to be shortened from two full days to a one day course. You should read your First Aid Training Manual and use the activities as an opportunity to reinforce your learning. Any problems you may encounter will be discussed in the face to face session. The activities include:

- Short answer
- Matching statements
- True/false questions
- Multiple choice questions

## **How to supply feedback on improving this resource**

All resources developed by the Australian Lifesaving Academy are reviewed at least annually and updated as required. Feedback can be supplied through the Online Improvement Requests form on the Resource Development Page at [www.sls.com.au](http://www.sls.com.au) or in writing to:

Training Improvement Requests  
Surf Life Saving Australia  
Locked Bag 1010  
Rosebery, NSW, 2018



## Chapter One – General principles of first aid



### Activity (Individual) 1

Read Chapter 1 – General Principles of First Aid - Pages 7–15 of the First Aid Training Manual and answer the following questions.

1. The following statements are either **True** or **False**. Tick the correct answer

- |   | <b>True</b>              | <b>False</b>             |
|---|--------------------------|--------------------------|
| 1. A First Aider should provide Medical Aid   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A First Aider aims to prevent the casualty's condition from deteriorating and to manage pain | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Gloves should only be worn if you feel there is a risk of infection                          | <input type="checkbox"/> | <input type="checkbox"/> |

2. All people have the right to accept or refuse treatment. What are the two kinds of consent?

1

2

3. Why should all first aid incidents be documented?

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4. List four ways a first aider can reduce the risk of infection

1

2

3

4



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5. What is the treatment you should give to someone who has a needle stick injury from a used hypodermic needle? Circle the correct answer
- a) Wash the area with cold water and apply a bandaid
  - b) Wash the wound with alcohol, apply a bandaid and an ice pack for the pain
  - c) Do not worry about it, it won't bleed that much
  - d) Wash the area thoroughly in warm soapy water, advise the casualty to seek medical advice

6. The following statements are either **True** or **False**. Tick the correct answer

	<b>True</b>	<b>False</b>
1. A first aid kit will contain sterile dressings	<input type="checkbox"/>	<input type="checkbox"/>
2. A first aid kit will contain disposable gloves	<input type="checkbox"/>	<input type="checkbox"/>
3. First aid kits will have a note pad and pen/pencil	<input type="checkbox"/>	<input type="checkbox"/>
4. All first aid kits should have saline solution in them	<input type="checkbox"/>	<input type="checkbox"/>
5. A first aid kit will contain an asthma puffer	<input type="checkbox"/>	<input type="checkbox"/>
6. All first aid kits should have a pair of tweezers	<input type="checkbox"/>	<input type="checkbox"/>
7. Triangular bandages can be used for dressings, pads, padding or slings	<input type="checkbox"/>	<input type="checkbox"/>
8. First aid kits should have various sizes of roller bandages	<input type="checkbox"/>	<input type="checkbox"/>
9. A first aid kit will contain a tourniquet	<input type="checkbox"/>	<input type="checkbox"/>

7. \*According to ARC guidelines, how often should CPR skills be demonstrated and verified by another competent person? Circle the correct answer

- 1. At least every three years
- 2. At least every 12 months
- 3. At least every three months
- 4. At least every two years

\*The answer to question seven can be found in the introductory information at the start of this Learner Guide.



## Chapter Two – Resuscitation

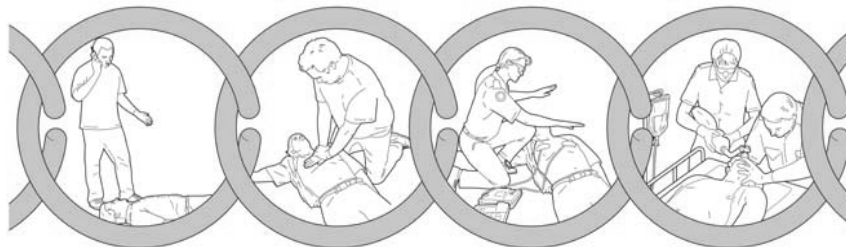


### Activity (Individual) 2

Read Chapter 2 – Resuscitation - Pages 17–31 of the First Aid Training Manual and answer the following questions.

- The successful resuscitation of a casualty is dependent on the timely application of the links in the Chain of Survival. There are four primary links, as reflected in the Australian Resuscitation Council Guidelines.

Fill in the correct step for each of the four (4) primary links using the diagrams below.



Early

Early

Early

Early

.....

.....

.....

.....

- If there is an emergency, what telephone number should be used when calling for an ambulance from a standard phone? Circle the correct answer

- 131126
- 911
- 000
- 132500



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3. The following statements are either **True** or **False**. Tick the correct answer

- |   | <b>True</b>              | <b>False</b>             |
|---|--------------------------|--------------------------|
| 1. Cal 000 for an ambulance   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The first priority of a First Aider is to ensure the scene is safe | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. You should NOT move a casualty unless absolutely necessary         | <input type="checkbox"/> | <input type="checkbox"/> |

4. How many rescue breaths should you give before performing CPR on a drowned victim? Circle the correct answer

1. Zero
2. **Two**
3. Three
4. Four

5. A 12 year old child is not responsive and not breathing normally. You decide to give CPR. Fill in the blanks

1. You would give ..... compression/s
2. Followed by ..... breath/s

6. When performing chest compressions during cardiopulmonary resuscitation, how deep should you push on the casualty's chest? Circle the correct answer

1. One half of the depth of the casualty's chest
2. One third of the depth of the casualty's chest
3. As hard as you can, until you can hear or feel ribs cracking
4. One quarter of the depth of the casualty's chest



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7. CPR should continue until circulation and breathing return or until:

1

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2

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3

---

4

---

5

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8. The possible causes of airway obstruction include: Circle the correct answer

1. Vomit, blood and saliva

2. Tongue

3. Foreign material

4. All of the above

9. Why is regurgitation dangerous in the unconscious casualty?

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10. List four reasons why airway blockage is more common in infants than in adults.

1

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2

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3

---

4

---

11. You are performing CPR on a baby who is not breathing and not responsive. What do you do? Fill in the blanks

1. You would give ..... compression/s

2. Followed by ..... breath/s



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12. You are performing CPR on a woman who is heavily pregnant. In what position should she be placed when you are performing chest compressions? Circle the correct answer
1. On her back, with her legs elevated above the level of her heart
  2. On her back, with her upper body elevated above the rest of her body
  3. On her back, with her right buttock slightly elevated
  4. On her back, in the same position as everyone else (no change to normal)

13. The following statements are either **True** or **False**. Tick the correct answer.

	True	False
1 To check for breathing you should look, listen and feel	<input type="checkbox"/>	<input type="checkbox"/>
2 In giving breaths to a baby, cover both mouth and nose with your mouth	<input type="checkbox"/>	<input type="checkbox"/>
3 If, when performing breaths, the chest does not rise with each breath, you should recheck the airways, pinch the nose and tilt the head back	<input type="checkbox"/>	<input type="checkbox"/>

14. The left hand column shows the DRSABCD cycle. Select the question from the right hand column that matches the appropriate step in the DRSABCD cycle.

1. Danger	.....	a. Is a defibrillator available?
2. Response	.....	b. Is the airway clear and open?
3. Send	.....	c. Call 000
4. Airway	.....	d. Is the chest rising and falling?
5. Breathing	.....	e. Is the area safe?
6. CPR	.....	f. Is the casualty conscious?
7. Defibrillation	.....	g. Are you performing 30 compressions and two breaths?



15. You walk around the corner in a shopping centre to find a person spread out on the ground and a person next to them screaming for help.

Arrange the following steps in the order that you would follow in providing first aid to the casualty.

- |         |  |
|---------|--|
| 1. .... | a. Give two breaths                    |
| 2. .... | b. Perform 30 compressions             |
| 3. .... | c. Check for danger                    |
| 4. .... | d. Clear and open airway               |
| 5. .... | e. Check for a response                |
| 6. .... | f. Apply a defibrillator, if available |
| 7. .... | g. Look, listen, feel                  |

## Chapter Three – Secondary assessment and ongoing casualty management



### Activity (Individual) 3

Read Chapter 3 – Secondary assessment and ongoing casualty management - Pages 33 – 41 of the First Aid Training Manual and answer the following questions

1. What are the four P's associated with supplying information to emergency services?

P	P
P	P

2. Match the conditions on the left with the management of it on the right by placing the number next to it.

- |                              |       |   |
|------------------------------|-------|---|
| 1. Conscious                 | ..... | a. Put into lateral position              |
| 2. No breathing or response  | ..... | b. Manage any bleeding and other injuries |
| 3. Unconscious but breathing | ..... | c. Cardiopulmonary resuscitation          |



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3. What is the definition of a sign?

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Give two examples of signs of an illness

1. \_\_\_\_\_ 2. \_\_\_\_\_

---

4. What is the definition of a symptom?

---

Give two examples of symptoms of an illness

1. \_\_\_\_\_ 2. \_\_\_\_\_

---

5. When conducting a head to toe examination, what is the correct order? Fill in the correct number for each step below

..... legs and feet

..... back

..... head and neck

..... chest, abdomen and pelvis

..... arms

6. What is the general priority for managing a casualty? Place letters in the correct sequence

1..... 2..... 3..... 4..... 5..... 6.....

a. Control any severe bleeding

b. Check for breathing

c. Attend to any other injuries

d. Treat fractures

e. Treat burns

f. Shock



## Chapter Four – Shock



### Activity (Individual) 4

Read Chapter 4 – Shock - Pages 43 -45 of the First Aid Training Manual and answer the following questions.

1. Which of the following can lead to shock? Tick the correct answer

	Yes	No
1. Fluid loss from burns	<input type="checkbox"/>	<input type="checkbox"/>
2. Severe diarrhoea	<input type="checkbox"/>	<input type="checkbox"/>
3. Damage to the heart, e.g. heart attack	<input type="checkbox"/>	<input type="checkbox"/>
4. Severe bleeding	<input type="checkbox"/>	<input type="checkbox"/>
5. Pain	<input type="checkbox"/>	<input type="checkbox"/>
6. Severe infection	<input type="checkbox"/>	<input type="checkbox"/>

2. List five signs and/or symptoms of shock

1

2

3

4

5

3. The following statements are either **True** or **False**. Tick the correct answer

	True	False
1. A casualty in shock is conscious and thirsty. There is no abdominal trauma and the casualty is unlikely to need an operation immediately. To relieve the thirst, you should wet their lips with water	<input type="checkbox"/>	<input type="checkbox"/>
2. When managing a casualty for shock, you should raise the casualty's legs above the level of the heart unless the legs are fractured	<input type="checkbox"/>	<input type="checkbox"/>

4. List three ways to manage shock



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1

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2

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3

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5. Read the scenarios and tick the correct answer

	<b>Yes</b>	<b>No</b>
1. You have been looking after a person who has a stomach illness. They have bad diarrhoea and vomiting. The person is continually asking for something to drink and complains of dizziness and headaches. Is shock a potential problem in this case?	<input type="checkbox"/>	<input type="checkbox"/>
2. You are assisting a casualty of a motor vehicle accident. There is a lot of swelling around the upper right thigh so you manage as for a fracture. The person is in a lot of pain but otherwise seems all right. Should you also manage for shock in this case?	<input type="checkbox"/>	<input type="checkbox"/>
3. You are managing a casualty and have ensured that they are conscious and breathing. All bleeding has been controlled. You are managing them for shock – do you keep talking to the casualty?	<input type="checkbox"/>	<input type="checkbox"/>



## Chapter Five – Respiratory conditions



### Activity (Individual) 5

Read Chapter 5 – Respiratory conditions - Pages 47 – 55 of the First Aid Training Manual and answer the following questions.

1. The following statements relating to asthma are either **True** or **False**. Tick the correct answer

	<b>True</b>	<b>False</b>
1. You should place a casualty who is having an asthma attack into the recovery position	<input type="checkbox"/>	<input type="checkbox"/>
2. Asthma attacks occur in response to certain triggers	<input type="checkbox"/>	<input type="checkbox"/>
3. If a casualty is having an asthma attack, you must always ring for an Ambulance	<input type="checkbox"/>	<input type="checkbox"/>
4. Reliever medications are best delivered through a spacer	<input type="checkbox"/>	<input type="checkbox"/>

2. What is the treatment for a person suffering an asthma attack?

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3. A boy has been found floating face down in a pool and has been removed from the water. Write the numbers in the correct sequence next to the actions

- |         |  |
|---------|--|
| 1. .... | a. Check for breathing and response  |
| 2. .... | b. Call 000 for an ambulance   |
| 3. .... | c. Commence CPR if you find the casualty is not breathing and not responsive   |
| 4. .... | d. If the casualty is breathing, leave the casualty in the lateral position  |
| 5. .... | e. Once out of the water, turn the casualty onto the side to allow for the drainage of water or vomit from the mouth |



## Chapter Six – Cardiovascular conditions



### Activity (Individual) 6

Read Chapter 6 – Cardiovascular conditions - Pages 57-61 of the First Aid Training Manual and answer the following questions.

1. The following statements are either **True** or **False**. Tick the correct answer

	<b>True</b>	<b>False</b>
1. You should always ring for an ambulance if a casualty has chest pains, unless you are aware that they have a history of angina	<input type="checkbox"/>	<input type="checkbox"/>
2. When the heart stops, oxygen continues to be provided to the vital organs	<input type="checkbox"/>	<input type="checkbox"/>
  
2. A man unloading crates at the corner store asks you to assist him. He is suffering discomfort in the centre of his chest, up his neck and down both his arms. He asks you to get his pills from the cab of the truck. From which condition is he most likely to be suffering? Circle the correct answer
  1. Heart attack
  2. Heart failure
  3. Angina
  
3. Your manager at work suddenly experiences severe chest pain. She tells you that she feels nauseated and you notice that she is short of breath, pale and has clammy skin. She also says she has not experienced this before. From what condition is she most likely to be suffering? Circle the correct answer
  1. Heart attack
  2. Heart failure
  3. Angina



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4. The four signs of cardiac arrest are:

1

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2

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3

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4

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5. What does the acronym FAST stand for?

F

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A

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S

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T

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6. You should ring for an ambulance if a person suffers from paralysis on one side of the body. Circle the correct answer

1 True

2 False

## **Chapter Seven – Bleeding (Part 1)**



### **Activity (Individual) 7**

Read Chapter 7 – Bleeding - Pages 63–69 of the First Aid Training Manual and answer the following questions.

1. You are managing a casualty who has a bleed. Which item would you use first out of the first aid kit? Circle the correct answer

1. Adhesive dressing

2. Dressing

3. Gloves

4. Triangular bandage



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2. What is the first thing you should do to control serious bleeding? Circle the correct answer
    1. Apply a tourniquet
    2. Apply pressure directly over the wound
    3. Apply a constrictive bandage
  
  3. What should you do if bleeding persists after initial bandaging? Circle the correct answer
    1. Remove all dressings and re-bandage
    2. Apply further pads and bandaging
    3. Apply constrictive bandaging
  
  4. As well as using a sterile pad and a clean cloth to apply direct pressure to a bleed, what else could you apply to give direct pressure?
- 
5. When is it appropriate to use constrictive bandaging? Circle the correct answer
    1. Never
    2. For most arterial bleeds
    3. Only as a last resort when the patient is likely to die from blood loss without intervention
  
  6. You are managing a casualty who is conscious and breathing and bleeding severely from the hand. What is your first priority? Circle the correct answer
    1. Control bleeding
    2. Check for other injuries
    3. Place them in the lateral position
  
  7. What would you do if there was a foreign object embedded in a wound? Circle the correct answer
    1. Pull the object out
    2. Push the object in
    3. Put pressure around the object



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8. Someone has cut off two fingers and you need to ensure that the person and the fingers get to the hospital in good condition. Arrange the following actions in the correct sequence
1. .... a. Place the plastic bag and fingers in iced water
  2. .... b. Seal up the fingers in a plastic bag
  3. .... c. Treat the casualty's bleed
9. A woman has been in a farm accident and her legs are crushed under a tractor. It happened 15 minutes ago. Would you remove the crushing force from her legs? Circle the correct answer
1. Yes, immediately if it is safe to do so
  2. Yes, if it is safe to do so and the limb is cold below the crushing object
  3. No, never
10. You are at the beach and see a boy with a bleeding nose who appears to have been in a fight. If the nose bleed is not associated with a head injury, what would you do first? Circle the correct answer
1. Ask the boy to pinch the soft part of his nose
  2. Place an ice pack on his neck
  3. Lay the boy down
  4. Sit the boy up, head back
11. The following statements are either **True** or **False**. Tick the correct answer
- |   | <b>True</b>              | <b>False</b>             |
|---|--------------------------|--------------------------|
| 1. After securing a pad in place you should raise the injured part  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If a foreign body is impaled and protruding from a wound, you should gently remove the object  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. All amputated parts should be packed directly into ice to reduce oxygen demand   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If amputated tissue is mangled and dirty you should still send it with the casualty to hospital  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. A casualty with a nose bleed should be told to apply finger and thumb pressure on the soft part of the nostrils for at least 10 minutes and to sit with the head tilted slightly forward | <input type="checkbox"/> | <input type="checkbox"/> |



## Chapter Eight – Medical emergencies



### Activity (Individual) 8

Read Chapter 8 – Medical emergencies - Pages 71 – 77 of the First Aid Training Manual and answer the following questions.

1. The following statements about seizures are either **True** or **False**. Tick the correct answer

	<b>True</b>	<b>False</b>
1. Do not move the casualty unless they are in danger	<input type="checkbox"/>	<input type="checkbox"/>
2. Do not put anything in the person's mouth	<input type="checkbox"/>	<input type="checkbox"/>
3. Time the seizure	<input type="checkbox"/>	<input type="checkbox"/>
4. Restrain the person if they are in danger	<input type="checkbox"/>	<input type="checkbox"/>

2. Which of the following reasons to call an ambulance is incorrect? Circle the answer

1. A known epileptic has a seizure that lasts less than five minutes
2. The patient has had a seizure in the last 24 hours
3. One seizure is followed quickly by another
4. The person has breathing difficulties after the seizure

3. What are febrile convulsions?

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4. List four symptoms of low blood sugar

1	2
3	4

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5. What is the appropriate treatment for a conscious person with low blood sugar?

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6. How does treatment for high blood sugar differ from treatment for low blood sugar?

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7. A co-worker who is a known diabetic becomes confused, is trembling, cold, and sweating profusely. Another co-worker goes to call 000 for an ambulance. Circle the correct first aid treatment for this casualty

1. Place the casualty in a comfortable position, provide reassurance and assist them to drink a sugary drink
2. Place the casualty in a comfortable position and provide reassurance
3. Place the casualty in a comfortable position and provide reassurance, but do not assist the casualty to drink a sugary drink in case they lapse into unconsciousness
4. Place the casualty in the lateral position, provide reassurance and wait for the ambulance to arrive

8. The following statements are either **True** or **False**. Tick the correct answer

	<b>True</b>	<b>False</b>
1. You should give sugar, glucose or a sweet drink to a person who has diabetes and is hungry, sweating, and has a moist tongue	<input type="checkbox"/>	<input type="checkbox"/>
2. You should give something sugary if a person who has diabetes and is excessively thirsty, fatigued, and has a dry mouth	<input type="checkbox"/>	<input type="checkbox"/>
3. You should restrain a casualty who is having a seizure to reduce the risk of injury to the casualty	<input type="checkbox"/>	<input type="checkbox"/>
4. You should sit a person who has fainted on a chair with head between their knees	<input type="checkbox"/>	<input type="checkbox"/>
5. Anaphylaxis can be life-threatening	<input type="checkbox"/>	<input type="checkbox"/>



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9. A person is having a severe allergic reaction (anaphylaxis). What body systems can be affected by the allergic reaction?

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## **Chapter Nine – Musculoskeletal injuries**



### **Activity (Individual) 9**

Read Chapter 9 – Musculoskeletal injuries - Pages 79–85 of the First Aid Training Manual and answer the following questions.

1. You are watching a game of rugby when suddenly a player cries out in pain. As you get to the scene you can see that the person's arm is strangely twisted. Closer examination reveals that the person's shoulder is deformed. The person is in extreme pain. Circle the correct answers
  1. Do you manage as a:
    - a. sprain
    - b. strain
    - c. dislocation
    - d. fracture
  
  2. Select the management strategies you would use: (circle as many as you believe correct)
    - a. rest
    - b. compression
    - c. support the limb
    - d. ice
    - e. elevation
    - f. check circulation



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2. After a particularly bad air-swing your golfing partner complains of having a sore arm. You look at the area between the shoulder and elbow where the person says it hurts most, but can see nothing. Circle the correct answers

1. Do you manage as a:

- a. sprain
- b. strain
- c. dislocation
- d. fracture

2. Circle the management strategies you would use:

- a. rest
- b. compression
- c. support the limb
- d. ice
- e. elevation
- f. check circulation

3. You are at the supermarket and you hear a person screaming. On investigating you find a man sitting on the floor holding his arm. He tells you that he slipped on water and put his arm out to break the fall. He says that his wrist hurts but nothing else hurts. After checking for danger, what should you do first? Circle the correct answer

- 1. Put ice on the wrist
- 2. Ask casualty to support wrist and not move it
- 3. Ring for an ambulance
- 4. Place the arm in a full arm sling

4. What does the acronym RICER stand for?

R

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I

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C

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E

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R

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5. What is meant by 'do no HARM' for three days after a sprain or strain?

H

\_\_\_\_\_

A

\_\_\_\_\_

R

\_\_\_\_\_

M

\_\_\_\_\_

## Chapter Ten – Head and spinal injuries



### Activity (Individual) 10

Read Chapter 10 – Head and spinal injuries - Pages 87 –93 of the First Aid Training Manual and answer the following questions.

1. After being hit in the head by a falling tree branch, a man complains of a headache, is confused, uncooperative, suffering short term memory loss and feeling tired. He is most likely suffering from ... Circle the correct answer
  1. Stroke
  2. Concussion
  3. Nothing much, he's just a whinger
  4. Ruptured ear drums
  
2. A woman has fallen over and hit her head on the kerb. You notice blood coming from one of the woman's ears, so you place a dressing lightly over the ear. You should then place the woman... Circle the correct answer
  1. On her side, injured ear facing down
  2. On her side, injured ear facing up
  3. On her back, with head and shoulders raised



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3. A friend has splashed a chemical into both his eyes. What first aid management should you do first? Circle the correct answer
1. Apply a cold compress to the eyes and call 000
  2. Flush the eyes freely with running water for at least 20 minutes
  3. Flush the eyes with water for 10 minutes
  4. Cover both eyes with a loose bandage, reassure the casualty and call 000
4. A panel beater has been working with an angle grinder when he suddenly yells out and puts his hand to his eye. A piece of metal has penetrated his eye. Which of the following steps would you take? Tick the correct answers
- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Check that the grinder is turned off                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Lay the casualty on his back                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Ring for an ambulance                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Wash your hands if possible                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Try and remove the piece of metal from the eye            | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Ask the casualty to look up and gently lower the lid down | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Wash the eye with saline solution                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Place pads above and below the eye and bandage in place   | <input type="checkbox"/> | <input type="checkbox"/> |
5. If someone has an insect in their ear what is the best first aid management? Circle the correct answer
1. Do nothing, it will crawl out eventually
  2. Use earplugs to trap and suffocate the insect
  3. Use tepid water to flush the ear and kill the insect. Then use tweezers to grab and remove the insect if it doesn't come out with the water
  4. Use tepid water to flush the ear and kill the insect and seek medical assistance if it doesn't come out with the water



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6. A driver has been thrown from her car after colliding with a lamp post. She was not wearing a seat belt and has sustained facial injury. Her jaw and teeth are misaligned and a tooth has been knocked out. She is conscious, but appears drowsy. You have checked and there is no danger to yourself, bystanders or the casualty. The following statements are either **True** or **False**. Tick the correct answer

	<b>True</b>	<b>False</b>
1. The casualty's airway is a priority	<input type="checkbox"/>	<input type="checkbox"/>
2. You should realign the jaw	<input type="checkbox"/>	<input type="checkbox"/>
3. Although conscious, the casualty may have sustained a spinal injury	<input type="checkbox"/>	<input type="checkbox"/>

7. The left hand column shows some common causes of head, neck and spinal injuries. Select the action (from the right hand column) that could be taken to avoid the cause of injury.

1. Car accidents	.....	a. Check depth of water
2. Motorcycle accidents	.....	b. Play by the rules
3. Sporting accidents	.....	c. Wear a hard hat on construction sites
4. Diving accidents	.....	d. Wear a seatbelt
5. Blows to the head	.....	e. Wear a motorcycle helmet

8. You are driving and come across a serious car accident. The driver is screaming for help, saying he cannot feel his legs. You should carefully lift him out of the car and lay him flat on the ground. Either **True** or **False**? Circle the correct answer

1. True
2. False

9. The following statements are **True** or **False**. Tick the correct answer

	<b>True</b>	<b>False</b>
1. Every eye injury can carry the risk of permanent damage or even blindness	<input type="checkbox"/>	<input type="checkbox"/>
2. A casualty who has particles of grit in their eyes should be told to rub them	<input type="checkbox"/>	<input type="checkbox"/>
3. A casualty with a penetrating eye injury should have both eyes covered	<input type="checkbox"/>	<input type="checkbox"/>
4. A knocked out tooth should be stored in water	<input type="checkbox"/>	<input type="checkbox"/>



## Chapter Eleven – Chest and abdominal injuries



### Activity (Individual) 11

Read Chapter 11 – Chest and abdominal injuries - Pages 95-99 of the First Aid Training Manual and answer the following questions.

1. A woman slips while clambering over some rocks. You can see that she is holding the side of her chest and is slightly bent over. She complains of sharp pain in her lower ribs and as you gently touch the area she gasps with pain. Her breathing is short, rapid and she is gasping as if it hurts to breathe. What type of injury is the woman most likely to have sustained? Circle the correct answer
  1. Fractured ribs
  2. Penetrating chest wound
  3. Flail Chest
  
2. A motorcyclist runs off the road and is thrown against a guide rail. He complains of pain in his chest on the left side. On checking his injuries you find that a section of his chest appears to be pushing out as he exhales and his ribcage contracts. The area then draws in when he inhales and his rib cage expands. What type of injury is the motorcyclist most likely to have sustained? Circle the correct answer
  1. Fractured ribs
  2. Penetrating chest wound
  3. Flail Chest



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3. You have stopped to assist at the scene of a car accident. You find that one of the passengers has an injury to her chest. The wound is bleeding slightly, and the blood is bright red and has air bubbles in it. The casualty is having difficulty breathing and you can hear a sucking sound when she inhales. Circle the correct answers

1. What type of injury is the casualty most likely to have sustained?
  - a. Fractured ribs
  - b. Sucking chest wound
  - c. Flail Chest
  
2. What is the first thing you would do to manage the injury detailed above?
  - a. Cover the hole with a handkerchief
  - b. Place a bandage over the hole
  - c. Place your or the casualty's hand over the hole
  - d. Call an ambulance

4. A footballer has been involved in a fierce tackle on the field. He does not have any obvious injury, but is complaining of severe stomach pain and nausea. List the actions you would take in the correct sequence

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_



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5. What is the first aid management for a conscious casualty with an open abdominal wound? Circle the correct answer
1. Replace any abdominal contents and use a moist dressing to apply pressure to the wound
  2. Lay the casualty on his back, raise his legs and use a dressing to apply direct pressure to the wound
  3. Lay the casualty on his back in a reclined position, raise his legs slightly and cover the wound with a moist non stick dressing
  4. Give him a drink of iced water to cool the abdominal contents and minimise bleeding, cover with a moist non-stick dressing

6. A casualty with an abdominal injury asks for a drink of water. What would you do? Circle the correct answer
1. Let them suck an ice cube
  2. Do not give drinks to the casualty
  3. Moisten their lips with water

7. The following statements are either **True** or **False**. Tick the correct answer

	<b>True</b>	<b>False</b>
1. When managing a casualty with a sucking chest wound, you should cover the wound with a square dressing and seal all four sides	<input type="checkbox"/>	<input type="checkbox"/>
2. Blood stained bubbles around a chest wound is a sign of a sucking chest wound	<input type="checkbox"/>	<input type="checkbox"/>
3. Severe pain in the abdomen may be the symptom of a ruptured internal organ	<input type="checkbox"/>	<input type="checkbox"/>
4. Place a casualty with an abdominal injury on their back with knees slightly bent and supported	<input type="checkbox"/>	<input type="checkbox"/>
5. If a casualty who has an abdominal injury is thirsty, give plenty of fluids to drink	<input type="checkbox"/>	<input type="checkbox"/>
6. If abdominal organs are protruding, push the organs back into abdomen and cover with a dressing	<input type="checkbox"/>	<input type="checkbox"/>



## Chapter Twelve – Poison, bites and stings



### Activity (Individual) 12

Read Chapter 12 – Poisons, bites and stings - Pages 101 – 119 of the First Aid Training Manual and answer the following questions.

- Complete the following chart by ticking the correct treatment for the following bites and stings (conscious casualty)

Bite or sting from:	Treatment			
	Ice compress	Pressure Immobilisation Bandage	Vinegar	Hot Water
1. Bee				
2. Sea urchin				
3. Irukandji				
4. Redback spider				
5. Non-tropical Bluebottle/ Portuguese man of war jellyfish				
6. Snake				
7. Funnel-web spider				
8. Blue-ringed octopus				
9. Cone shell				
10. Box jellyfish				
11. Stingray				
12. Stonefish				

- What is the phone number of the Poisons Information Centre?



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3. You are walking in a national park and you hear a person scream. You approach the person who states that he thinks that he has been bitten by a snake. You look at the casualty's leg and you notice that the skin is very red and there are two puncture marks. What management strategy would you use for this casualty? Circle the correct answer

1. Pressure immobilisation
2. Ice compress
3. Hot fluid

4. A young child has swallowed a household cleaner. What should you immediately do? Circle the correct answer

1. Call 000, try to find out how much has been taken, monitor and record vital signs, get container of the household cleaner the child swallowed to assist with identification
2. Induce vomiting immediately, call 000, try to find out how much has been taken and when, monitor and record vital signs, get container of the household cleaner the child swallowed to assist with identification
3. Give the child a drink of milk immediately, call 000, try to find out how much has been taken and when, monitor and record vital signs, get container of the household cleaner the child swallowed to assist with identification
4. Walk the child around until the ambulance and paramedics arrive

5. You are looking after a two year old child while the parents are shopping and you can't contact them. The child has wandered into another room and has swallowed some pills left lying on the coffee table. Which of the following steps do you undertake? Tick the correct answer

	<b>Yes</b>	<b>No</b>
1. Induce vomiting	<input type="checkbox"/>	<input type="checkbox"/>
2. Check for danger	<input type="checkbox"/>	<input type="checkbox"/>
3. Call for an ambulance	<input type="checkbox"/>	<input type="checkbox"/>
4. Call the poisons information centre	<input type="checkbox"/>	<input type="checkbox"/>
5. Give the child some bread to eat	<input type="checkbox"/>	<input type="checkbox"/>



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6. You visit a friend who is working on his car. When you go into the garage, the car engine is running, and your friend is collapsed on the floor. You first check for danger. Which of the following steps would you take? Tick the correct answer

	<b>Yes</b>	<b>No</b>
1. Take the casualty out of the garage	<input type="checkbox"/>	<input type="checkbox"/>
2. Turn off the car ignition	<input type="checkbox"/>	<input type="checkbox"/>
3. Loosen tight clothing	<input type="checkbox"/>	<input type="checkbox"/>
4. Seek medical aid	<input type="checkbox"/>	<input type="checkbox"/>

7. Your neighbour is transferring some pesticide from one container to another. Suddenly, she calls out to you that she has spilled some of the pesticide on her jeans. A few minutes later, she sits down suddenly and says that her vision is going blurry and her ears are ringing. You first ensure there is no risk to you or the casualty from the pesticide containers. What would you do next? Circle the correct answer

1. Start cardiopulmonary resuscitation
2. Carefully remove clothing and shower skin with plenty of water
3. Place dressing over affected area
4. Induce vomiting

8. You are cleaning up around the swimming pool with a mate. He suddenly yelps and says that he has been bitten by a red back spider. What action would you take to manage the casualty? Tick the correct answer

	<b>Yes</b>	<b>No</b>
1. Apply pressure immobilisation	<input type="checkbox"/>	<input type="checkbox"/>
2. Put antiseptic on the site	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply an ice compress	<input type="checkbox"/>	<input type="checkbox"/>
4. Call 000 for an ambulance if necessary	<input type="checkbox"/>	<input type="checkbox"/>
5. Pour hot fluid over the site	<input type="checkbox"/>	<input type="checkbox"/>



9. The following statements are either **True** or **False**. Tick the correct answer

	<b>True</b>	<b>False</b>
1. Poisons can be ingested, inhaled, absorbed or injected into the body	<input type="checkbox"/>	<input type="checkbox"/>
2. All workplaces require MSDSs for all the chemicals they use	<input type="checkbox"/>	<input type="checkbox"/>
3. If a poison has been ingested, you should induce vomiting	<input type="checkbox"/>	<input type="checkbox"/>
4. It is acceptable to use drink containers for storing chemicals	<input type="checkbox"/>	<input type="checkbox"/>

## Chapter Thirteen – Extremities of heat and cold



### Activity (Individual) 13

Read Chapter 13 – Extremities of heat and cold - Pages 121-129 of the First Aid Training Manual and answer the following questions.

1. A person is rescued from icy water. The casualty is uncoordinated, not shivering, has pale, cool skin, a slow irregular pulse, and appears to be unresponsive to verbal questioning. The casualty is most likely suffering from severe hypothermia. Circle the correct first aid treatment for this casualty
  1. Call 000, place the casualty in a warm bath and give alcoholic drinks
  2. Call 000, remove the casualty from the cold environment, remove sources of heat loss, dry the casualty if wet, apply insulation and give warm drinks
  3. Call 000, leave the casualty in the environment you found them in, leave wet clothes on and apply insulation
  4. Call 000 and dry the casualty if they are wet



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2. In a group of bushwalkers you notice that one person does not have rain protection. She is staggering, has slurred speech, is shivering and complains of feeling cold. She approaches you for help. What would you do first? Circle the correct answer
1. Remove the casualty from the cold environment
  2. Provide a warm alcoholic drink
  3. Rub the area where she feels cold
  4. Place her in front of an electric heater
3. A footballer is suffering from heat cramps to his leg. What action would you take? Tick the correct answer
- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Apply cold packs to the leg/affected muscle         | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Ask the casualty to gently stretch the muscle fully | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Give sips of cool water                             | <input type="checkbox"/> | <input type="checkbox"/> |
4. A child competing in his school carnival has suddenly collapsed after running a race. The child's skin is red, hot and dry to touch and he is not sweating. You should immediately... Circle the correct answer
1. Position the casualty on his back, provide a sweet drink and ring his parents to pick him up
  2. Position the casualty on his back, provide a cool drink and call 000
  3. Call 000, remove from source of exposure (heat), remove excess clothing, apply cool sponges to the casualty's body, treat for shock, monitor and record casualty's vital signs, apply cold packs
  4. Call 000, position the casualty in the lateral position in a shady area and monitor and record the casualty's vital signs
5. You are walking past a friend who is sunbaking by the pool and is badly sunburnt. What advice would you give her? Tick the correct answer
- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. Put lotion on the burn                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Stand under a cool shower for 20 minutes | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. See a doctor                             | <input type="checkbox"/> | <input type="checkbox"/> |
6. A 42 year old man suffered burns over his left arm, chest and face, when a boiler next to where he was working exploded. What should you do? Tick the correct answer



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- 
- |   | True                     | False                    |
|---|--------------------------|--------------------------|
| 1. The superficial burns should be covered immediately by an antibiotic ointment to prevent infection | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. His burns should be cooled with water to reduce heat retained in the tissues                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. You should allow casualty to drink alcohol in order to keep calm                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. You should cut away burned clothing, but clothing that is stuck should be left in place            | <input type="checkbox"/> | <input type="checkbox"/> |
7. The following statements relating to heat and cold are either **True** or **False**. Tick the correct answer
- |   | True                     | False                    |
|---|--------------------------|--------------------------|
| 1. Ice (cold packs) are used to manage a casualty suffering heat stroke   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Alcohol should be given to a casualty who is suffering from early signs of hypothermia   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If a person is suffering from over exposure to cold, place him between insulation such as blankets, in sleeping bags, or warm in a space blanket | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If a person has frostbite, place affected area/part in a water temperature of 40-42°C  | <input type="checkbox"/> | <input type="checkbox"/> |
8. The following statements relating to burns are either **True** or **False**. Tick the correct answer
- |  | True                     | False                    |
|--|--------------------------|--------------------------|
| 1. You should cool a thermal burn by holding under cool clean water for 20 minutes | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Any casualty suffering from an electrical burn should seek urgent medical aid   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. A casualty can experience shock with severe burns                               | <input type="checkbox"/> | <input type="checkbox"/> |



## Chapter Fourteen – General principles of first aid



### Activity (Individual) 14

Read Chapter 14 – Bandaging and casualty handling - Pages 131–137 of the First Aid Training Manual and answer the following questions.

1. List three functions of bandages
  - 1 \_\_\_\_\_
  - 2 \_\_\_\_\_
  - 3 \_\_\_\_\_
  
2. One of the following statements about applying pressure immobilisation bandaging is correct. Circle the correct answer
  1. Apply direct pressure to the bitten area with your hand until bandaging begins
  2. Use a crepe bandage to bandage from extremity all the way up the limb, making sure that the tips of the fingers/toes are visible so that the limb can be checked for adequate circulation
  3. Wash the site with warm water
  4. Elevate the limb, but do not allow movement
  
3. You are managing a casualty but you do not have a first aid kit. For each situation on the left, identify the best alternative item you could use from those shown on the right. Write the item letter to match the situation number
 

1. A dressing for casualty with cut on the hand	.....	a. Belt
2. A suspected fracture to upper arm	.....	b. Magazine
3. A suspected fracture to lower arm	.....	c. Shirt
4. A splint	.....	d. Handkerchief



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4. Name three types of slings

1

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2

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3

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5. List five factors that you should consider before moving a casualty

1

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2

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3

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4

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5

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## **Practical Workshop**

Once you have completed all the activities in this Flexible Delivery Learner Guide, you need to complete the practical workshop.

At the workshop you will complete exercises on:

- Resuscitation
- Bandaging
- Providing First Aid in specific practical scenarios

You will also complete the theory and practical assessment for the Senior First Aid Certificate Course.

Contact your state branch of the Australian Lifesaving Academy on 1300 766 257 or [www.ala.edu.au](http://www.ala.edu.au) if you are not already booked into a practical workshop.



## Assessment Information

There are ten assessment tasks required to complete the Senior First Aid Certificate course. Below is a description of the assessment tasks required to demonstrate competence in this course. This section is for information only. All evidence should be collected in the assessment portfolio section of this Flexible Delivery Learner Guide.

### Assessment Tasks



#### Assessment Task 1: Written Questioning

The candidate will be assessed on understanding of first aid theory through a mixture of multi choice, true/false and short answer questions. All questions are based on information found in the First Aid Training Manual. The question paper will be provided by your assessor and all your answers are to be written on the answer sheet in the Assessment Portfolio section of the Learner Guide



#### Assessment Task 2: Patient Assessment and CPR

You will demonstrate an initial patient assessment on a live patient. All CPR will be performed on a CPR Manikin.

##### Scenario

Casualty collapsed on ground, you are the only person here, please respond to this situation – your assessor will prompt you with the underlined information.

##### Checklist

- |  |  |
|--|--|
| – Check for danger<br><u>No danger detected</u>  | 1/3 depth of chest, 100 comp/minute<br><u>You hear ribs breaking</u>                                       |
| – Check response (touch and talk)<br><u>No response</u>  | – Check hand position and continue<br><u>The casualty is vomiting</u>                                      |
| – Check airway<br><u>Send for help</u>   | – Roll casualty to side, clear airway, check breathing<br><u>The casualty is showing signs of recovery</u> |
| – Call 000<br><u>Airway clear</u>  | – Check for breathing and response<br><u>Casualty is breathing</u>   |
| – Check breathing (look, listen, feel)<br><u>No breathing detected</u>   | – Roll casualty to side and calmly reassure and monitor<br><u>Paramedics have arrived</u>                  |
| – Roll casualty onto back (if required)<br>– Apply head tilt, with jaw support<br><u>Patient Assessment and CPR continued on a manikin</u> | – Provide details of casualty's condition and CPR performed  |
| – Begin compressions<br>– Continue 2 breaths:30 compressions   |  |



### Assessment Task 3: First Aid Report Form

Using information gathered about your casualty in Assessment Task 2, 10 or 11, complete the First Aid Treatment Report provided in the Assessment Portfolio section of this guide – or provide the information to another person to enable them to fill it in for you.



### Assessment Task 4: Asthma Inhaler Use

Demonstrate to your assessor the correct way to assist a casualty to use their reliever inhaler. You will also need to answer questions whilst completing this task.

#### Checklist

- Prepare the inhaler
- Check with casualty for correctness of inhaler
- Assemble spacer if available
- Connect inhaler to spacer
- Demonstrate 4 x 4 x 4 technique
- Give four puffs, breathing each puff four times then wait four minutes before repeating if ineffective
- Give clear instructions to the casualty

#### Questions

1. When would you call an ambulance?
2. What do you do in the casualty stops breathing and becomes unconscious?
3. Can a preventer inhaler be used to treat an asthma attack?



### Assessment Task 5: Auto Injector Use

Demonstrate to your assessor the correct way to inject an auto injector (Epipen)

#### Checklist

- Prepare the Epipen for use
- Demonstrate technique ensuring:
  - Correct position on casualty
  - Listen for click
  - Hold in for 10 seconds

#### Questions

1. When would you use an Epipen?
2. Should you call for an ambulance?



## Assessment Task 6: Choking

Demonstrate to your assessor the correct way to treat a casualty with a severe airway obstruction

### Checklist

- Encourage the casualty to cough  
*(coughing ineffective)*
- Call for medical assistance
- Position casualty appropriately for performing back blows
- Perform back blows with appropriate force  
*(back blows ineffective)*
- Position casualty on back and perform chest thrusts  
*(casualty is unconscious)*
- Begin CPR



## Assessment Task 7: Carries and Supports

Demonstrate a single person human crutch, a two person human crutch and a blanket lift

### Checklist

#### Single Human Crutch

- Communicate clearly with casualty
- Use safe lifting technique

#### Double human crutch

- Communicate clearly with casualty and other team members
- Use safe lifting techniques

#### Blanket lift

- Communicate clearly with casualty and other team members
- Use safe lifting techniques



## Assessment Task 8: Basic First Aid Scenario

Your assessor will provide you with a scenario requiring the use of basic first aid techniques, the scenario will allow you to demonstrate your skills as required by the checklist in the assessment portfolio section of this guide.

### Checklist

#### Assess the scene

- Identify hazards
- Minimise the risk to self and others

#### Employ appropriate management

- Bleeding controlled
- Shock managed

#### Approach the casualty

- Calm approach
- Using a culturally sensitive and respectful manner
- Seek consent

#### Casualty made comfortable

- Assistance requested
- Handover to ambulance crew
- Details of casualty/injury/treatment

#### Assess the casualty

- DRSABCD
- Secondary Assessment (not necessarily hands on head to toe)
- Determine injury/illness
- Bleeding/shock

#### Complete documentation

- Fill in first aid report form

#### Participate in debrief

- What was done?
- What was done well?
- What could have been done differently?



## Assessment Task 9: Pressure Immobilisation Bandage

Demonstrate the application of a pressure immobilisation bandage to your assessor

### Checklist

- Have casualty sit down
- Apply non absorbent dressing
- Secure the dressing with a firm bandage
- Use a second bandage to bandage from extremities towards body
- Splint the limb
- Check for circulation beyond the bandage
- Make the casualty comfortable, instructing them not to move



## Assessment Task 10: Treatment of Strain/ Sprain

Demonstrate the treatment of a strain or sprain to your assessor.

### Scenario

- Instruct the casualty to rest
- Apply ice to the injured area
- Apply compression bandage
- Elevate the injury
- Advise the casualty to seek medical aid

### Questions

1. How long is ice applied for?
2. Can heat be used instead of ice?



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## Assessment Task 11: First Aid Scenario

Your assessor will provide you with a scenario requiring the use of first aid techniques. The scenario will allow you to demonstrate your skills as required by the checklist in the Assessment Portfolio section of this guide.

### Checklist

#### Assess the scene

- Identify hazards
- Minimise the risk to self and others

#### Approach the casualty

- Calm approach
- Using a culturally sensitive and respectful manner
- Seek consent

#### Assess the casualty

- DRSABCD
- Secondary Assessment

#### Determine injury/illness

- Possible spinal injury
- Possible fracture
- Shock

#### Employ appropriate management

- Shock managed
- Fractures managed
- Consideration of spinal injuries
- Casualty made comfortable
- Assistance requested

#### Handover to ambulance crew

- Details of casualty/injury/treatment

#### Complete Documentation

- Fill in first aid report form

#### Participate in debrief

- What was done?
- What was done well?
- What could have been done differently?



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## Assessment Portfolio

This portfolio includes all of the evidence you are required to submit to your assessor to demonstrate competence in the Senior First Aid Certificate and the related competencies listed in the competency record below.

### Learner Details

First Name:		Surname:	
Date of Birth:		Club / Group:	
Telephone:			
Email:			

### Competency Record

	Competent	Not Yet Competent
<b>SLSA Course</b>		
Senior First Aid Certificate		
<b>Nationally Recognised Units of Competency</b>		
HLTCPR201A Perform CPR		
HLTFA201A Provide Basic Emergency Life Support		
HLTFA301B Apply First Aid		
PUAEME001B Provide Emergency Care		
PUAEME002 Manage Injuries in an Emergency Situation		
Assessor Name		
Assessor Signature		Date



## Assessment Summary

Participant Name:			
Assessment Tasks	Date Completed	Satisfactory/ Not Satisfactory (S/NS)	Assessor Signature
Task 1: Written Questioning (Circle) CPR Only   BEC Only   Full First Aid			
Task 2: Patient Assessment and CPR			
Task 3: First Aid Treatment Report Form			
Task 4: Asthma Inhaler Use			
Task 5: Choking			
Task 6: Carries and Supports			
Task 7: Basic First Aid Scenario			
Task 8: Pressure Immobilisation Bandage			
Task 9: Treatment of Strain/Sprain			
Task 10: First Aid Scenario			



## Assessment Task 1: Written Questioning

Please write all answers on this sheet

### Multi Choice

- |  |    |    |    |    |     |                              |    |    |    |
|--|----|----|----|----|-----|------------------------------|----|----|----|
| 1.   | a. | b. | c. | d. | 18. | a.                           | b. | c. | d. |
| 2.   | a. | b. | c. | d. | 19. | a.                           | b. | c. | d. |
| 3.   | a. | b. | c. | d. | 20. | a.                           | b. | c. | d. |
| 4.   | a. | b. | c. | d. | 21. | a.                           | b. | c. | d. |
| 5.   | a. | b. | c. | d. | 22. | a.                           | b. | c. | d. |
| 6.   | a. | b. | c. | d. | 23. | a.                           | b. | c. | d. |
| 7.   | a. | b. | c. | d. | 24. | a.                           | b. | c. | d. |
| 8.   | a. | b. | c. | d. | 25. | a.                           | b. | c. | d. |
| 9.   | a. | b. | c. | d. | 26. | a.                           | b. | c. | d. |
| 10.  | a. | b. | c. | d. | 27. | a.                           | b. | c. | d. |
| 11.  | a. | b. | c. | d. | 28. | a.                           | b. | c. | d. |
| 12.  | a. | b. | c. | d. | 29. | a.                           | b. | c. | d. |
| 13.  | a. | b. | c. | d. | 30. | a.                           | b. | c. | d. |
| 14.  | a. | b. | c. | d. | 31. | a.                           | b. | c. | d. |
| <b>END OF CPR QUESTIONS</b>                  |    |    |    |    | 32. | a.                           | b. | c. | d. |
| 15.  | a. | b. | c. | d. | 33. | a.                           | b. | c. | d. |
| 16.  | a. | b. | c. | d. | 34. | a.                           | b. | c. | d. |
| 17.  | a. | b. | c. | d. | 35. | a.                           | b. | c. | d. |
| <b>END OF BASIC EMERGENCY CARE QUESTIONS</b> |    |    |    |    | 36. | a.                           | b. | c. | d. |
|  |    |    |    |    | 37. | a.                           | b. | c. | d. |
|  |    |    |    |    | 38. | Turn sheet over for question |    |    |    |



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<b>38</b>	<b>Vinegar</b>	<b>Pressure Immobilisation</b>	<b>Remove Stinger</b>	<b>Heat</b>	<b>Cold (Ice)</b>
Poisonous Snake					
Red Back Spider					
Funnel Web Spider					
Bee					
Scorpion/Centipede					
Wasp					
Tick					
Non-tropical Jellyfish — Bluebottle					
Box Jellyfish or Irukandji					
Blue Ring Octopus/ Cone Shell					
Bullrout/Stone Fish/ Stingray					

**END OF SENIOR FIRST AID QUESTIONS**



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**Assessment Task 3: First Aid Report Form**

Using information gathered about your casualty in assessment task 2, 9 or 11, complete the First Aid Treatment Report below.

Incident Location:		Date: / /	Time: am/pm																				
Surname:	First Name:	DOB: / /	Gender:																				
Address:			Postcode:																				
History of Injury or Illness:																							
Allergies/Medication:																							
<p><b>OBSERVATIONS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Time</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Conscious State</b> Fully conscious Altered consciousness Unconscious</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Pulse</b> Rate Description</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Respiration</b> Rate Description</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Pupils</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">○ R</div> <div style="text-align: center;">○ L</div> </div> </td> <td></td> <td></td> <td></td> </tr> </table>		<b>Time</b>				<b>Conscious State</b> Fully conscious Altered consciousness Unconscious				<b>Pulse</b> Rate Description				<b>Respiration</b> Rate Description				<b>Pupils</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">○ R</div> <div style="text-align: center;">○ L</div> </div>				<p><b>ASSESSMENT</b> Injuries/Signs &amp; Symptoms</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-left: 20px;"> <p><b>Abrasion</b>  <b>Burn</b>  <b>Contusion</b>  <b>Discolouration</b>  <b>Fracture</b>  <b>Haemorrhage</b>  <b>Laceration</b>  <b>Pain</b>  <b>Rigidity</b>  <b>Swelling</b>  <b>Tenderness</b></p> </div> </div>	
<b>Time</b>																							
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<b>Pulse</b> Rate Description																							
<b>Respiration</b> Rate Description																							
<b>Pupils</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">○ R</div> <div style="text-align: center;">○ L</div> </div>																							
Other observations (specify):																							
Treatment:																							
<b>Referral:</b> Hospital (Ambulance) <input type="checkbox"/> Hospital (Car) <input type="checkbox"/> Medical Centre <input type="checkbox"/> Other _____																							
Next of Kin notified: YES / NO Phone no:		First Aider Name: Signature:	Date: / / Time: am/pm																				



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Course date: \_\_\_\_\_ Location: \_\_\_\_\_ Your name: \_\_\_\_\_  
 (Optional)

Trainer(s) and Assessor(s): \_\_\_\_\_

Your evaluation of this program is very important. It enables us to improve our training programs and the quality of our service.

Statements	Strongly disagree	Disagree	N/A	Agree	Strongly Agree
<b>Course Content</b>					
The course was explained to me prior to commencing and met my expectations.					
The course had the right balance between theory and practice.					
The course was the right duration and intensity.					
<b>General comments on course content</b>					
<b>Course Material</b>					
The course materials were clear and easy to follow.					
The activities were realistic and effective.					
The course materials will be a useful ongoing reference.					
<b>General comments on course material</b>					
<b>Training Personnel</b>					
Knowledge was sufficient to effectively deliver the course.					
Kept the course interesting and interactive.					
Provided clear and complete answers to questions.					
<b>General comments for the facilitator</b>					
<b>Overall outcomes</b>					
My knowledge and skills increased as a result of this course.					
This course has helped me meet or clarify my goals.					
Course assessment activities were fair and realistic.					
<b>General comments about the overall outcomes of the course</b>					

*Thank you for taking the time to provide this feedback*