



AUSTRALIAN LIFESAVING
ACADEMY

**Apply (Senior) First Aid
Certificate**
Learner Guide



Acknowledgments

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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.

	Course Aim and Objectives This icon is used to bring attention to the course aim and objectives.
	Reading This icon indicates that learners are required to undertake an individual reading task.
	Individual Learning Activity This icon indicates that learners are required to undertake an individual learning activity. This will usually involve the documenting of individual thoughts and ideas.
	Group Learning Activity This icon indicates that learners are required to undertake a group learning activity. Group activities may be completed in pairs, trios or larger groups.
	Case Study 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.
	Remember this! This icon is used to recap important and critical issues or content that learners should pay particular attention to.
	Assessment Activity 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:

- HLTCPR201A 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 awarded 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
- have a knowledge of and deal with respiratory conditions
- have a knowledge of and deal with cardiac conditions
- deliver the techniques of resuscitation
- deal with bleeding and shock
- have a knowledge of and deal with medical emergencies
- manage musculoskeletal injuries
- manage head, neck and spinal injuries
- manage chest, abdominal and pelvic injuries
- deal with poisoning and envenomation situations
- have a knowledge of and deal with environmental emergencies
- document treatment given.

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 Learner Guide
- to be registered into an ALA full course (two days).

How to use this Learner Guide

The Learner Guide provides you with information about the Senior First Aid Certificate course and assessment activities required to complete the course. This Learner Guide can also be used to complete the shorter courses of the Resuscitation Certificate and the Basic Emergency Care Certificate.

You should:

- read the introductory course information to ensure that you have enrolled in the most appropriate course for you
- read the assessment tasks and the associated checklists, these will help focus your learning on the required outcomes of the course
- participate in your course completing the assessment tasks as directed by your trainer.

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 or in writing to:

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



Completing the Resuscitation Certificate



This Learner Guide can also be used to complete the Resuscitation Certificate which is a component of a Senior First Aid Certificate. The purpose of the Resuscitation Certificate course is to help you to gain the knowledge and skills to perform CPR during an emergency incident.

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

- HLTCPR201A Perform CPR

Assessment for this course consists of Assessment Tasks One to Three.

Prerequisites

To complete training for the Resuscitation Certificate you must have met the following course prerequisites.

- Minimum of 12 years of age on the date of final assessment

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
- deliver the techniques of resuscitation
- document treatment given.

Course content

Information to support the learning required during the Resuscitation Certificate can be found in the First Aid Training Manual. The following chapters and specific topics within chapters cover the required skills and knowledge to complete the course:

- **Chapter One – General principles of first aid**
 - Legal aspects of first aid
 - Obligation
 - Standard of care
 - Casualty privacy and confidentiality
 - Cultural awareness and respect
 - Communicating with casualties
 - Communicable diseases
 - Reducing the risk of infection
- **Chapter Two – Resuscitation**
 - Entire chapter
- **Chapter Three – Secondary assessment and ongoing casualty management**
 - Call for emergency assistance
 - Ongoing casualty management
 - Handover
 - Stress management after and emergency incident



Completing the Basic Emergency Care Certificate



This Learner Guide can also be used to complete the Basic Emergency Care Certificate which is a component of a Senior First Aid Certificate. The purpose of the Basic Emergency Care Certificate course is to help you to gain the knowledge and skills to deliver basic emergency care and deal with major illnesses and 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:

- HLTCPR201A Perform CPR
- HLTF201A Provide basic emergency life support
- PUAEME001B Provide emergency care

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. The unit of competency starting with the prefix PUA is from the Public Safety Training Package and is a core unit of the Certificate III in Public Safety (Aquatic Search and Rescue)

Assessment for this course consists of Assessment Tasks One to Seven.

Prerequisites

To complete training for the Basic Emergency Care Certificate you must have met the following course prerequisites.

- Minimum of 13 years of age on the date of final assessment

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
- have a knowledge of and deal with respiratory conditions
- have a knowledge of and deal with cardiac conditions
- deliver the techniques of resuscitation
- deal with bleeding and shock
- manage musculoskeletal injuries
- have a knowledge of and deal with environmental emergencies
- document treatment given.



Course content

Information to support the learning required during the Basic Emergency Care Certificate can be found in the First Aid Training Manual. The following chapters and specific topics within chapters cover the required skills and knowledge to complete the course:

- **Chapter One – General principles of first aid**
 - Entire chapter
 - Obligation
- **Chapter Two – Resuscitation**
 - Entire chapter
- **Chapter Three – Secondary Assessment and ongoing casualty management**
 - Pause and Plan
 - Call for emergency assistance
 - Secondary assessment
 - Management of injuries
 - Ongoing management
 - Handover
 - Stress management after an emergency incident
- **Chapter Four – Shock**
 - Entire chapter
 - Obligation
 - Standard of care
- **Chapter Five – Respiratory conditions**
 - Airway obstructions
 - Choking
 - Respiratory conditions
 - Asthma
- **Chapter Six – Cardiovascular conditions**
 - Cardiac conditions
- **Chapter Seven – Bleeding**
 - External bleeding
- **Chapter Eight – Medical emergencies**
 - Anaphylaxis
- **Chapter Nine – Musculoskeletal injuries**
 - Musculoskeletal injuries
- **Chapter Fourteen – Bandaging and casualty handling**
 - Casualty handling



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 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 an assessor and all answers are to be written on the answer sheet provided 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
No danger detected
- Check response (touch and talk)
No response
- Check airway
Send for help
- Call 000
Airway clear
- Check breathing (look, listen, feel)
No breathing detected
- Roll casualty onto back (if required)
- Apply head tilt, with jaw support
Patient Assessment and CPR continued on a manikin
- Begin compressions
- Continue 30 compressions:2 breaths
- 1/3 depth of chest, 100 comp/minute

- You hear ribs breaking
- Check hand position and continue
- The casualty is vomiting
- Roll casualty to side, clear airway, check breathing
- The casualty is showing signs of recovery
- Check for breathing and response
- Casualty is breathing
- Roll casualty to side and calmly reassure and monitor
- Paramedics have arrived
- Provide details of casualty's condition and CPR performed



Assessment Task 3: First Aid Report Form

Using information gathered about your casualty in Assessment Task 2, 8 or 10, 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: 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 6: 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



Assessment Task 7: 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

Approach the casualty

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

Asses the casualty

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

Employ appropriate management

- Bleeding controlled
- Shock managed

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?



Assessment Task 8: 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 9: 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?



Assessment Task 10: 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

Asses 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?



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
SLSA Course			
Resuscitation Certificate			
Basic Emergency Care Certificate			
Senior First Aid Certificate			
Nationally Recognised Units of Competency			
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

Senior First Aid Certificate	Basic Emergency Care (BEC) Certificate	Resuscitation (CPR) Certificate	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 & 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

Your Assessor will supply the question paper, 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. |
| END OF CPR QUESTIONS | | | | | 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. |
| END OF BASIC EMERGENCY CARE QUESTIONS | | | | | 36. | a. | b. | c. | d. |
| | | | | | 37. | a. | b. | c. | d. |
| | | | | | 38. | Turn sheet over for question | | | |



Australian Lifesaving Academy
Assessment Portfolio
Apply (Senior) First Aid Certificate

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

END OF SENIOR FIRST AID QUESTIONS



Australian Lifesaving Academy
Assessment Portfolio
Apply (Senior) First Aid Certificate



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:																												
OBSERVATIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Time</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Conscious State Fully conscious Altered consciousness Unconscious</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pulse Rate Description</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Respiration Rate Description</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pupils <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> <td></td> </tr> </table>		Time					Conscious State Fully conscious Altered consciousness Unconscious					Pulse Rate Description					Respiration Rate Description					Pupils <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>					ASSESSMENT Injuries/Signs & Symptoms <div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-left: 20px;"> <ul style="list-style-type: none"> Abrasion Burn Contusion Discolouration Fracture Haemorrhage Laceration Pain Rigidity Swelling Tenderness </div> </div>	
Time																												
Conscious State Fully conscious Altered consciousness Unconscious																												
Pulse Rate Description																												
Respiration Rate Description																												
Pupils <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:																												
Referral: 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																									



Australian Lifesaving Academy
Assessment Portfolio
Apply (Senior) First Aid Certificate

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Australian Lifesaving Academy
Course Feedback Form
Apply (Senior) First Aid Certificate

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
Course Content					
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.					
General comments on course content					
Course Material					
The course materials were clear and easy to follow.					
The activities were realistic and effective.					
The course materials will be a useful ongoing reference.					
General comments on course material					
Training Personnel					
Knowledge was sufficient to effectively deliver the course.					
Kept the course interesting and interactive.					
Provided clear and complete answers to questions.					
General comments for the facilitator					
Overall outcomes					
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.					
General comments about the overall outcomes of the course					

Thank you for taking the time to provide this feedback