



## APPLY FIRST AID

### HLTF301B

RTO: 2922  
CRICOS: 01597B

This unit incorporates the contents of units:

- HLTCP201A Perform CPR
- HLTF201A Provide Basic Emergency Life Support

#### BENEFITS OF THE APPLY FIRST AID COURSE

It is very important to know First Aid. If someone you know were to have an accident or suffer a medical emergency -- would you be ready to help? If you saw an accident or medical emergency at work, while driving or while shopping - would you know what to do to help?

AICA Education's First Aid course gives you the knowledge and confidence to be ready to take the right steps and provide First Aid whenever and wherever an emergency occurs.

You can't predict when or where an emergency will occur, but with AICA Education's First Aid training you know you'll be ready to help if one does. Why not book a course now?

#### COURSE DESCRIPTION

This course describes the skills and knowledge required to provide First Aid response, life support, management of casualty(s), the incident and other First Aiders, until the arrival of medical or other assistance.

#### DURATION

- 16 hours face to face instruction, or
- 8 hours face to face instruction and assessment, combined with the completion of a workbook

#### COURSE CONTENT

This unit incorporates the contents of units:

- HLTCP201A Perform CPR
- HLTF201A Provide Basic Emergency Life Support
- Assess the situation
- Apply First Aid procedures
- Communicate details of the incident
- Evaluate own performance

#### CERTIFICATION

- Students will receive a Statement of Attainment on completion of course
- Statements of Attainment for HLTF301B are valid for 3 years

#### DRESS STANDARDS

- It is recommended that students wear appropriate casual clothing and footwear to accommodate practical activities



DR131 004.03.10



<b>HLTF301B</b>	<b>Apply First Aid</b>
Descriptor	This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance
Employability Skills	The required outcomes described in this unit of competency contain applicable facets of Employability Skills  The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements
Pre-/Co-requisites	There are no pre-requisites for this unit of competency  This unit incorporates the contents of units: <ul style="list-style-type: none"> <li>• HLT CPR201A Perform CPR</li> <li>• HLTFA201A Provide Basic Emergency Life Support</li> </ul>
Application	These skills and knowledge may be applied in a range of situations, including community and workplace settings  Training Package users should ensure implementation is consistent with any specific workplace and/or relevant legislative requirements in relation to First Aid, including State/Territory requirements for currency  Application of these skills and knowledge should be contextualized as required to address specific industry, enterprise or workplace requirements and to address specific risks and hazards and associated injuries  A current Senior First Aid, Workplace Level 2 or Level 2 qualification may provide evidence of skills or knowledge required by this unit of competency. However, as with all evidences of competence, evidence must be assessed against the requirements specified in this competency unit

	PERFORMANCE CRITERIA
Elements define the essential outcomes of a unit of competency	The Performance criteria specify the level of performance required to demonstrate achievement of the Element.
1. Assess the situation	.1 Identify assess and minimize hazards in the situation that may pose a risk o injury or illness to self and others  1.2 Minimise immediate risk to self and casualty's health and safety by controlling any hazard in accordance with occupational health and safety requirements  1.3 Assess casualty and identify injuries, illnesses and conditions
2. Apply First Aid procedures	2.1 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness  2.2 Use available resources and equipment to make the casualty as comfortable as possible  2.3 Respond to casualty in a culturally aware, sensitive and respectful manner  2.4 Determine and explain the nature of casualty's injury/condition and relevant first aid procedures to provide comfort  2.5 Seek consent from casualty prior to applying First Aid management  2.6 Provide First Aid management in accordance with established First Aid principles and Australian Resuscitation Council (ARC) Guidelines, and /or State/Territory regulations. Legislation and policies and/or procedures  2.7 Seek First Aid assistance from others in a timely manner as appropriate  2.8 Correctly operate first aid equipment as required for First Aid management according to manufacturer's/suppliers instructions and local policies and/or procedures  2.9 Use safe manual handling techniques as required



	2.10	Monitor casualty's condition and respond in accordance with effective First Aid principles and procedures
	2.11	Finalise casualty management according to casualty's needs and First Aid principles

ELEMENT	PERFORMANCE CRITERIA	
3. Communicate details of the incident	3.1	Request ambulance support and/or appropriate medical assistance according to relevant circumstances using relevant communication media and equipment
	3.2	Accurately convey assessment of casualty's condition and management activities to ambulance services/other emergency services/relieving personnel
	3.3	Prepare reports as appropriate in a timely manner, presenting all relevant facts according to established procedures
	3.4	Accurately record details of casualty's condition, changes in conditions, management and response to management in line with established procedures
	3.5	Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies
4. Evaluate own performance	4.1	Seek feedback from appropriate clinical expert
	4.2	Recognise the possible psychological impacts on rescuers of involvement in critical incidents
	4.3	Participate in debriefing/evaluation as appropriate to improve future response and address individual needs

**ENROLMENTS**

The Enrolment Application is available from the AICA website or by contacting AICA Head Office  
Full course fees are required with your application.

**AICA Education**  
ABN: 23033247901

**AICA Education**  
**PO Box 3262**  
**Australia Fair**  
**Southport QLD 4215**  
**AUSTRALIA**

Please note: AICA Education is a member of ACPET's Tuition Assurance Scheme.

**Additional fees may apply for the following:**

- Materials & Printing
- Resubmission of Units of Competency
- Reissue of testamurs
- RPL (Recognition of prior learning)

For information on current course fees please contact AICA on  
Telephone: +61 (0) 7 55 320 042  
Email: [info@aica.edu.au](mailto:info@aica.edu.au)  
Web: [www.aica.edu.au](http://www.aica.edu.au)

**FEES INCLUDE:** includes bandages and workbook

