

Course Title

HLTAID003 – Provide First Aid is a Nationally Recognized unit of competency taken from the Health Industry Training Package. This unit of competency is equivalent to a “Level II” or “Senior” First Aid certificate.

Course Aim

To provide a level of knowledge, judgment and skill to administer first aid both in the workplace and in the community.

Course Structure

Our course is structured in two modules which are delivered in a “Face to Face” setting. The first module covers the requirements of a **Resuscitation (CPR) course (HLTAID001 – Provide cardiopulmonary resuscitation)** which has a target duration of 3 hours.

The second module covers the remainder of the First Aid course and has a target duration of 13 hours. (Total course time for both modules is 16 hours)

Refresher courses are also offered for this course. The refresher course is designed for those that have previously undertaken one of these courses and need to update their qualification. This allows for the fact that the candidates have some prior knowledge and experience and simply need to refresh their skills. Refresher courses cover the same topics (competencies) as a full course, but are delivered in a shorter period of time due to the prior experience of the candidates. (Target duration is 8 hrs)

Our First Aid course follows the standards recommended in the Australian Resuscitation Council Guidelines, and the course meets the requirements of most States / Territories WH&S legislation in relation to First Aid in the workplace.

How to Enrol

Enrolments should be made on an H₂O Pro Pty Ltd application form that you will find with this course outline or which can be obtained from our website. To enrol into a course, you will need to complete the form and return it, together with your payment, to **H₂O Pro Pty Ltd, PO Box 831, Mulgrave Vic 3170** (or it can be faxed with your credit card details to (03) 9548 4288 or e.mailed to enrolments@h2opro.com.au). Once we receive your application form and payment we will confirm your enrolment by e.mail, or if an e.mail address has not been provided, by mail..

In some instances, the facility where the course is to be held may also take enrolments. Please contact H₂O Pro or the facility if further information is required on the enrolment procedures.

The minimum age for course participants is 14 years. ***A degree of fitness is required, as candidates may be required to move or lift an adult patient as part of the course. Candidates will also be required to demonstrate CPR on an Adult manikin (on the floor) and Infant manikin for a minimum of 2 minutes.***

Course Content

1) Resuscitation (CPR)

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| a) Recognising an emergency situation | b) Identifying, assessing and minimising hazards |
| c) Assessing the casualty and recognising the need for CPR | d) Seeking assistance from emergency services |
| e) Performing CPR | f) Displaying respectful behaviour towards casualty |
| g) Operating an automatic defibrillator | h) Conveying incident details to emergency services |
| i) Reporting details of incident to workplace supervisors | j) Maintaining confidentiality of records and information |

2) Workplace First Aid - Level II (Senior) Course

Includes all components of the Resuscitation (CPR) module plus the following:

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| a) Examination of a casualty | b) Treatment of shock |
| c) Treatment of external bleeding | d) Treatment of internal bleeding |
| e) Treatment of Fractures | f) Treatment of soft tissue injuries |
| g) Management of Burns & Scalds | h) Management of eye injuries |
| i) Treatment of common emergencies | j) Management of poisoning |
| k) Treatment of bites and stings | l) Treatment of exposure |
| m) Priorities in treating multiple casualties | n) WH&S requirements in the workplace |

This course covers competencies for CPR (Rescue Breathing & Compressions) on Adults, Children and Infants. The application of Rescue Breathing includes Mouth to Mouth, Mouth to Nose and Mouth to Mask resuscitation techniques. The course will also require candidates to work in pairs or groups and to practice non invasive First Aid procedures (such as bandaging) on each other.

The course also covers the ability to Unpack, Activate and follow the prompts of an Automatic External Defibrillator.

For information regarding Educational Standards, Mutual recognition, Cancellations and Refunds, Trainee Grievances and our Training Guarantee, contact H₂O Pro for a copy of our Code Of Practice, or you can view it on our website at www.h2opro.com.au