

Training Package	Conservation and Land Management (RTD02), Amenity Horticulture (RTF03) and Rural Production (RTE03)	HSC Requirements and Advice
Title	Provide basic first aid	
Unit code RTC2704A	<p>This competency standard covers the process of providing essential first aid in recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where first aid is required. The first aider will generally be working under supervision. It requires the ability to respond positively to emergencies in line with practised actions and demonstrate basic first aid casualty management principles. Providing basic first aid requires knowledge of the use of safe working practices, the emergency network, and first aid casualty management principles.</p> <p>Note: This competency standard can be acquired through completion of St John's Basic Life Support (Level 1), the Australian Red Cross' Essential First Aid or other equivalent one-day programs.</p>	HSC Indicative Hours 10

Evidence Guide				HSC Requirements and Advice
What evidence is required to demonstrate competence for this standard as a whole?				
<p>Competence in providing basic first aid requires evidence that an individual has the skills and knowledge to recognise and respond to an emergency using basic life support measures. The skills and knowledge required to act to provide basic first aid must be transferable to a range of work environments and contexts. For example, this could include different workplace environments and signs and symptoms requiring attention.</p>				
What specific knowledge is needed to achieve the performance criteria?	What specific skills are needed to achieve the performance criteria?	Are there other competency standards that could be assessed with this one?	Assessment guide	Key Terms and Concepts
<p>Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:</p> <ul style="list-style-type: none"> the use of safe working practices the emergency network. 	<p>To achieve the performance criteria, some complimentary skills are required. These include the ability to:</p> <ul style="list-style-type: none"> respond positively to emergencies in line with practised actions apply first aid casualty management techniques. 	<p>This competency standard <u>could</u> be assessed on its own or in combination with other competencies relevant to the job function.</p>	<p>There is essential information about assessing this competency standard for consistent performance and where and how it may be assessed, in the Assessment Guidelines for this Training Package. All users of these competency standards must have access to both the Assessment Guidelines and the relevant Sector Booklet.</p>	

What specific knowledge is needed to achieve the performance criteria?	What specific skills are needed to achieve the performance criteria?	Are there other competency standards that could be assessed with this one?	Assessment guide	HSC Requirements and Advice
				<ul style="list-style-type: none"> • patient monitoring • physical condition • physical hazards • principles of first aid management • reporting and recording • risk assessment • safe work practices • safety • signs of life.

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
1 Assess the situation	1.1 Emergency situation is recognised.	<p>The Range of Variables explains the context within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in training and assessment requirements may depend on the work situations available.</p> <p>For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet.</p> <p>What emergency situations that impact on the operation may be included in this unit?</p> <p>Fire, fuel spillage, anhydrous ammonia emergencies and chemical spillage. Emergency situations can also arise due to trauma, e.g., road accidents, snakebite or poisoning, respiratory or cardiac arrest, and electrocution.</p>	<p>Learning experiences for the HSC must address:</p> <p>The importance of safe work practices.</p> <p>Identification of emergency situations including:</p> <ul style="list-style-type: none"> • fire • flood • fuel spillage • gas fumes and leaks • chemical spillage • machinery/road accidents • snakebite • poisoning • respiratory or cardiac arrest • electrocution. <p>Procedures/policies to deal with emergency situations.</p>
	1.2 Physical hazards to personal and others health and safety are identified.	<p>What may be included as hazards?</p> <p>Proximity of other people, lack of oxygen, vehicles and machinery, fire, gas, fume and electrical situations.</p>	<p>Learning experiences for the HSC must address:</p> <p>The definition of:</p> <ul style="list-style-type: none"> • health • safety. <p>A basic awareness of hazard identification, risk assessment and first aid requirements under <i>Occupational Health and Safety Regulations 2001</i> (NSW).</p> <p>A basic understanding of risk assessment:</p> <ul style="list-style-type: none"> • identify hazards • assess associated risks • strategies to control/eliminate risk. <p>An awareness of potential physical hazards including:</p> <ul style="list-style-type: none"> • proximity of other people • lack of oxygen • vehicles • equipment and machinery • fire • flooding

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	<p>1.3 Immediate risk to self and casualty's health and safety are minimised by isolating the hazard.</p>		<ul style="list-style-type: none"> • gases • fumes • chemicals • electrical situations. <p>Learning experiences for the HSC must address:</p> <p>Strategies to reduce further casualties/injury including:</p> <ul style="list-style-type: none"> • isolating the injured individual • isolating the hazard • incident reporting • notifying the authorities • protection of self • clearing the area of other people • following policies/procedures relating to emergencies or incidents • ceasing operations/tasks. <p>Enterprise/workplace documentation including policies, procedures and manuals regarding emergency procedures.</p>
	<p>1.4 The casualty's physical condition and vital signs are assessed.</p>		<p>Learning experiences for the HSC must address:</p> <p>Assessing the situation and deciding on action required including:</p> <ul style="list-style-type: none"> • established first aid principles <ul style="list-style-type: none"> – DRABCD – danger, response, airway, breathing, CPR and defibrillator (if available) • generalised principles of first aid management <ul style="list-style-type: none"> – assessing location and nature of the work environment and emergency situation – minimising movement of the casualty – assessment of injuries – seeking assistance appropriate to situation – locating and using available first aid equipment or other suitable alternative resources – providing first aid – reassure casualty in a caring and calm manner

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
			<ul style="list-style-type: none"> - make casualty as comfortable as possible using available resources - monitor patient's signs of life such as conscious, responsive, breathing normally, moving - monitor unresolved dangers of the area where the injury occurred. <p>Injuries may involve:</p> <ul style="list-style-type: none"> • unconsciousness • confusion • tremors • rigidity • numbness • inability to move body parts • pain • delirium • external bleeding • internal bleeding • heat exhaustion • hypothermia • pre-existing illness.
2 Apply basic first aid techniques	2.1 Casualty is reassured in a caring and calm manner and made comfortable using available resources.		<p>Learning experiences for the HSC must address:</p> <p>Appropriate conduct when dealing with a casualty.</p>
	2.2 First aid care is provided in accordance with established first aid procedures.	<p>What maladies might be relevant to this standard?</p> <p>Bleeding and shock, burns, fits, choking, heart attack, fractures, poisoning and drowning.</p>	<p>Learning experiences for the HSC must address:</p> <p>Enterprise/workplace documentation including policies, procedures and manuals regarding provision of first aid.</p> <p>A range of injuries including:</p> <ul style="list-style-type: none"> • abdominal trauma • allergic reactions • bleeding • burns • chemical contamination • choking • cold injuries • cardiovascular failure • dislocations and fractures

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
			<ul style="list-style-type: none"> • drowning • fits • heat exhaustion • medical conditions including epilepsy, diabetes and asthma • poisoning and toxic substances • shock.
	<p>2.3 First aid assistance is sought from others as appropriate.</p>		<p>Learning experiences for the HSC must address:</p> <p>Appropriate others from whom assistance may be sought including:</p> <ul style="list-style-type: none"> • emergency services personnel • health professionals • colleagues • bystanders. <p>Assistance, as appropriate to emergency, including:</p> <ul style="list-style-type: none"> • maintaining site safety and minimising the risk of further injury or injury to others • making the casualty comfortable and ensuring maximum safety • assessment of injury situations • providing first aid including managing bleeding through the application of tourniquets, pressure and dressings • giving CPR • giving reassurance and comfort • raising the alarm with emergency services or health professionals • removing debris. <p>Documentation for reporting and recording the incident including:</p> <ul style="list-style-type: none"> • accident report form • WorkCover incident form • first aid register.

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where

0 = not required 1 = perform the process 2 = perform and administer the process 3 = perform, administer and design the process

1. How can communication of ideas and information (1) be applied?	Verbally including through communication systems.
2. How can information be collected, analysed and organised (1) ?	Observation and reporting to supervisor or appropriate authorities.
3. How are activities planned and organised (1) ?	According to Occupational Health and Safety practices and policies.
4. How can team work (1) be applied?	Through reacting to emergency situations in a coordinated way.
5. How can the use of mathematical ideas and techniques (1) be applied?	Calculating pulse rates.
6. How can problem-solving skills (1) be applied?	Identifying solutions to preserve life or counteract emergencies.
7. How can the use of technology (1) be applied?	Use of communications equipment.