

## Provide an Emergency Response in an Education and Care Setting

**Course Delivery Time:** 6.5 hours (1-day course plus online pre-course learning)

**Units of Competency:**

Successful completion of this course will result in the award of:

- HLTAID004 Provide an Emergency Response in an Education and Care Sector
- HLTAID003 Provide First Aid
- HLTAID002 Provide Basic Emergency Life Support
- HLTAID001 Provide CPR

**Pre-requisites:**

- Be a minimum of 14 years of age on the date of assessment (where a candidate is under 18 they must have parent/ carer/ guardian consent)
- Completion of a workbook (online or hardcopy) prior to attending the course
- Provide a copy of your statement of Attainment if your qualification was issued by an RTO other than SLST, for Update candidates
- Adhere to SLST policies and procedures

**Validity:**

The qualification is valid for a period of 3 years however the Australian Resuscitation Council (ARC) and SLST recommend that the CPR qualification be updated annually.

**Course delivery options:**

- Provide an Emergency Response in an Education and Care Sector – Flexible (8.5 hours Pre-work & Face-to-Face)
- Provide an Emergency Response in an Education and Care Sector – Blended (8.5 hours Online & Face-to-Face)
- Provide an Emergency Response in an Education and Care Sector – Update (TBC)

**Course Overview:**

SLST's Provide an Emergency Response in an Education and Care Sector course will provide participants with the skills and knowledge required to provide first aid, emergency life support and manage common injuries and conditions that may arise when caring for children.

The course covers requirements for first aid, asthma and anaphylaxis management that satisfies National Regulations in accordance with the Australian Children's Education and Care Quality Authority (ACECQA). The Education and Child Care First Aid course is recommended for those working in preschool, day care and outside of school hours (OOSH) care services, as well as teachers, parents and carers of young children.

**Course Outline:**

- 1.0 Respond to an emergency situation
  - 1.1 Recognise an emergency situation
  - 1.2 Identify, assess and minimise immediate hazards to health and safety of self and others
  - 1.3 Assess the casualty and recognise the need for first aid response
  - 1.4 Assess the situation and seek assistance from emergency response services
2. Apply appropriate emergency first aid procedures
  - 2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines
  - 2.2 Provide first aid in accordance with established first aid principles
  - 2.3 Ensure casualty feels safe, secure and supported
  - 2.4 Obtain consent from casualty, caregiver, registered medical practitioners or medical emergency services where possible
  - 2.5 Use available resources and equipment to make the casualty as comfortable as possible
  - 2.6 Operate first aid equipment according to manufacturer's instructions
  - 2.7 Monitor the casualty's condition and respond in accordance with first aid principles

**Surf Life Saving Tasmania**

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3. Communicate details of the incident
  - 3.1 Accurately convey details of the incident to emergency response services
  - 3.2 Report details of incident to supervisor
  - 3.3 Complete relevant workplace documentation, including incident report form
  - 3.4 Report details of incidents involving babies and children to parents and/or caregivers
  - 3.5 Follow workplace procedures to report serious incidents to the regulatory authority
  - 3.6 Maintain confidentiality of records and information in line with statutory and/or organisational policies
4. Evaluate the incident and own performance
  - 4.1 Recognise the possible psychological impacts on self, other rescuers and children
  - 4.2 Talk with children about their emotions and responses to events
  - 4.3 Participate in debriefing with supervisor

**Course Assessment:**

The assessment for this course includes three key components. The first two components are i) a multiple choice assessment and ii) a selection of practical based assessments. These are based on the content taught during the training session and are completed under exam conditions by each individual candidate. The third component of the assessment is the reporting component which will see candidates complete an 'Accident / Incident report form'. This task is to be discussed and planned in a group, although each candidate is required to be completed an individual form based on the scenario provided.

**Practical Assessment Checklist:**

**Task 1: Conduct an initial patient assessment using recognised techniques**

- 1.1. Identify and appropriately respond to dangers (hazards) to persons affected
- 1.2. Assess patient response capabilities (talk and touch)
- 1.3. Obtain consent and reassure patient in a culturally aware, sensitive and respectful manner
- 1.4. Provide accurate information and make patient comfortable using available resources
- 1.5. Using safe manual handling techniques place patient in the recovery position
- 1.6. Call 000 and communicate accurate incident details to emergency services / appropriate personnel
- 1.7. Check patient for breathing (look, listen and feel) and consider patient body position
- 1.8. Manage the unconscious breathing casualty – recovery position

**Task 2: Using recognised techniques administer CPR to an adult manikin**

- 2.1. Open, clear and maintain patient airway (head tilt / pistol grip)
- 2.2. Administer 30 chest compressions (correct hand location / effective depth)
- 2.3. Administer 2 rescue breathes (mouth to mouth or mouth to mask)
- 2.4. Respond appropriately to patient vomiting or regurgitating
- 2.5. Perform 2 minutes of uninterrupted single rescuer CPR on the floor (5 full cycles)
- 2.6. Demonstrate rotation of CPR operator with minimal interruptions to compressions

**Task 3: Operate an AED in an emergency**

- 3.1. Communicate effectively and participate as a team member
- 3.2. Identify and appropriately respond to dangers (hazards) e.g. conductors
- 3.3. Turn on the AED and follow the prompts
- 3.4. Prepare patient for pad application (dry chest, check for implants / medical patches, remove jewellery)
- 3.5. Apply electrode pads (working around the CPR operator)
- 3.6. Manage incident situation (time, communications, safety, self and team)

**Task 4: Using recognised techniques manage choking patient**

- 4.1. Identify and manage mild airway obstruction
- 4.2. Identify and manage severe airway obstruction – conscious patient
- 4.3. Identify and manage severe airway obstruction – unconscious patient

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**Task 5: Using recognised techniques administer CPR to an infant manikin**

- 5.1. Open, clear and maintain patient airway including nose / mouth (head supported in neutral position)
- 5.2. Administer 30 chest compressions (correct hand and finger location / effective depth)
- 5.3. Administer 2 rescue breathes (mouth to nose and mouth)
- 5.4. Respond appropriately to patient vomiting or regurgitating
- 5.5 Perform 2 minutes of uninterrupted single rescuer CPR on the floor (5 full cycles)
- 5.6. Demonstrate rotation of CPR operator with minimal interruptions to compressions

**Task 6: Using recognised techniques administer CPR to a child manikin**

- 6.1. Open, clear and maintain patient airway (head tilt / pistol grip)
- 6.2. Administer 30 chest compressions (correct hand location / effective depth)
- 6.3. Administer 2 rescue breathes (mouth to mouth or mouth to mask)
- 6.4. Respond appropriately to patient vomiting or regurgitating
- 6.5. Perform 2 minutes of uninterrupted single rescuer CPR on the floor (5 full cycles)
- 6.6. Demonstrate rotation of CPR operator with minimal interruptions to compressions

**Task 7: Undertake required post incident processes in line with Organisational procedures**

- 7.1. Provide accurate verbal report of patient condition and CPR procedures performed to relieving personnel
- 7.2. Provide accurate written reports of incident
- 7.3. Debrief – discuss and provide support for the psychological impact and individual needs

**Task 8: Using recognised principles and procedures, manage a bleeding patient suffering shock**

- 8.1 Offer assistance to, and gain consent from patient, care giver, medical practitioner or emergency services
- 8.2. Apply appropriate PPE and assess wound
- 8.3. Conduct a verbal secondary survey
- 8.4. Apply direct pressure and elevate the limb where possible
- 8.5. Correctly position the bandage firmly and secure ensuring the least amount of discomfort to patient
- 8.6. Reassure casualty and treat for shock if appropriate
- 8.7. Check bandaged area and check for circulation
- 8.8. Due to bleeding through first bandage, correctly apply Pressure Immobilisation Bandage

**Task 9: Using recognised principles and procedures, manage patient suffering a suspected fracture**

- 9.1. Obtain consent from patient, care giver, medical practitioner or emergency services
- 9.2. Conduct a primary survey, whilst reassuring the patient ensuring they remain comfortable
- 9.3. Immobilise joint above and below fracture using splint (positioning for comfort) and apply arm sling
- 9.4. Treat for shock if applicable
- 9.5. Contact care giver where patient is a child

**Task 10: Using recognised principles and procedures, manage patient suffering a suspected head injury**

- 10.1 Obtain consent from patient, care giver, medical practitioner or emergency services
- 10.2. Consider possible spinal injury when managing patient and seek medical advice
- 10.3. Rest the casualty and place in recovery position if drowsy
- 10.4 Observe for signs of deterioration, if deteriorating seek medical advice immediately
- 10.5 Contacted carer where casualty is a child

**Task 11: Using recognised principles and procedures, manage patient suffering a suspected asthma attack**

- 11.1. Obtain consent from patient whilst moving them to a safe environment
- 11.2. Call '000' and convey incident details
- 11.3. Sit patient in an upright position whilst staying to reassure them
- 11.4. Identify appropriate equipment for use, and obtain patients medication
- 11.5. Administer medication through a spacer device using recognised procedures until ambulance arrives
- 11.6. Assist with handover to ambulance or medical team

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11.7. Describe steps taken to document incident

11.8. Undertake a post incident debrief focussing on psychological impact and individual needs

**Task 12: Using recognised principles and procedures, manage patient suffering an allergic reaction or anaphylaxis**

12.1. Obtain consent from patient

12.2. Identify need for adrenalin auto injector whilst reassuring patient

12.3. Administer device as per manufacturer's instructions, massaging injection site for 10 seconds

12.4. Identified the need to call '000' whilst continuing to monitor and reassure patient

12.5. Contact care giver where patient is a child

**Task 13: Using recognised principles and procedures, manage patient suffering from a febrile convulsions**

13.1. Protect the casualty from external harm, ensuring infant is not restrained

13.2. Conduct a primary survey when convulsions stop

13.3. Call an ambulance if necessary

13.4. Remove any extra layers of clothing but no other efforts to cool the infant

13.6. Seek medical advice

**Task 14: Using recognised principles and procedures, manage patient suffering poisoning**

14.1. Obtain consent from patient

14.2. Check for danger

14.3. Call poisons information centre (instructions given to irrigate for 10-20 minutes)

14.4. Tilt affected eye down holding eyelid open and irrigate using slow running or poured tap water

**Task 15: Using recognised principles and procedures, manage patient suffering from envenomation**

15.1. Obtain consent from the patient

15.2. Conduct primary survey, ensuring the bite site is preserved to assist in venom identification

15.3. Place firm pressure on the wound and apply pressure immobilisation bandage

15.4. Identify the need to call '000' whilst reassuring the casualty and ensuring they remain still