



Edway Training Pty Ltd  
RTO 91401

## **STUDENT WORKBOOK**

**Course code: HLTAID003**

**Course title: Provide First Aid**

**Course code: HLTAID004**

**Provide an emergency first aid response in an education and care setting**

## Instructions

### Part 1. Pre-course assessment

Pre-course assessment must be completed by the participant before the start of the class.

First Aid Theory Book provided should be used as a resource to answer pre-assessment questions.

All 65 questions must be answered.

Questions must be completed by the person who is attending the HLTAID003 Provide First Aid training course.

Please note that if the pre-course assessment is not completed, trainer has the right to refuse attendance of the course.

### Part 2. Class Activities (completed in the class room)

#### Class Role Plays / Scenarios

Class Role Plays / Scenarios must be completed during the training session.

Write answers in the space provided.

#### First Aid/Incident Report

Based on the scenario provided, First Aid / Incident Report must be completed during the training session.

#### First Aid Treatment Self-Evaluation Form

First Aid Treatment Self-Evaluation Form must be completed during the training session.

First Name	
Surname	
<i>Declaration</i>	By signing this document, I acknowledge that I have completed this pre-course assessment, and I am the sole author of the answers.
Signature	
Date	

# Part 1. Pre-course Assessment

Please read the instructions before completing the assessment

All 65 questions **must** be completed.  
For multiple choice questions, circle one answer.  
For written questions, write answer in the space provided.  
For True or False questions, circle one answer.

<b>Q1.</b> What are the basic principles and concepts underlying the practice of first aid?
<i>circle one (1) of the answers</i>
a) Relieve the pain and suffering
b) To avoid further illness and injury or worsening of illness or injury
c) To protect individuals who are unconscious
d) Encourage recovery and if possible prevent or reduce disabilities
e) Save lives
f) All of the above

<b>Q2.</b> List two (2) things that are outlined by OHS/WHS legislation and regulations.
1. <input type="text"/>
2. <input type="text"/>

<b>Q3.</b> To ensure the safety of all personnel, OHS/WHS guidelines must be followed at all times.
<i>circle one (1) of the answers</i>
<b>TRUE / FALSE</b>

<b>Q4.</b> List three (3) personal limitations of the first aider that would need to be taken into consideration.
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>

<b>Q5.</b> Who has a duty of care responsibility to provide first aid in the workplace?
<input type="text"/>
<input type="text"/>

<b>Q6.</b> The Good Samaritans ACT aims to protect anyone who is trained to perform first aid from being sued on the grounds of negligence.
<i>circle one (1) of the answers</i>
<b>TRUE / FALSE</b>

<b>Q7.</b> List four (4) legal issues that a first aider needs to consider.
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>
4. <input type="text"/>

<b>Q8.</b> What is the definition of a risk?

<b>Q9.</b> What is the definition of a hazard?

<b>Q10.</b> When identifying a hazard, what areas should you check?
<i>circle one (1) of the answers</i>
a) Check up high
b) Check at eye level
c) Check down low
d) Check for other specific hazards
f) All of the above

<b>Q11.</b> List five (5) hazards that may exist in a first aid situation.
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>
4. <input type="text"/>
5. <input type="text"/>

<b>Q12.</b> List three (3) concepts behind a dynamic risk assessment.
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>

<b>Q13.</b> List three (3) control measures could you employ to minimise risk.
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>

<b>Q14.</b> Identify one (1) way you could isolate any hazards.
<input type="text"/>
<input type="text"/>

**Q15.** What could happen if you do not act and make decisions and act promptly in an emergency situation?


**Q16.** List four (4) basic principles and concepts underlying the practice of first aid.

1.	
2.	
3.	
4.	

**Q17.** The principles of first aid are reflected in the Australian Resuscitation Council (ARC) guidelines.  
*circle one (1) of the answers*  
**TRUE / FALSE**

**Q18.** List three (3) systems of the body.

1.	
2.	
3.	

**Q19.** List three (3) the 3 stages of an initial assessment.

1.	
2.	
3.	

**Q20.** What is the difference between a primary survey and a secondary survey?


**Q21.** When would you implement "Triage"?


**Q22.** What two numbers can be used to dial for an ambulance service?

1.	
2.	

**Q23.** List three (3) means of communication that could be used when a telephone or mobile is not available.

- 1.
- 2.
- 3.

**Q24.** List three (3) methods can you adopt to reassure the casualty.

- 1.
- 2.
- 3.

**Q25.** List two (2) things that could be used to make the casualty more comfortable.

- 1.
- 2.

**Q26.** What should you do if you are in doubt about the cultural appropriateness of any first aid action you intend to take?

**Q27.** List two (2) details of information that you may be able to provide to the casualty in order to comfort them.

- 1.
- 2.

**Q28.** Why must you ask the casualty for consent before you begin treatment?

**Q29.** The guardian of a child can provide consent to begin first aid treatment.

*circle one (1) of the answers*

**TRUE / FALSE**

**Q30.** List two (2) types of information that could be found on a medical tag.

- 1.
- 2.

**Q31.** List three (3) actions you could take to maintain personal hygiene when providing first aid.

1.	
2.	
3.	

**Q32.** List three (3) types of information that a first aider would need to know to assist with self-administration of medication that the casualty has already been prescribed.

1.	
2.	
3.	

**Q33.** A first aider does **not** have to move a casualty because of hazards in the environment or restrictions in accessing the casualty for proper treatment.  
*circle one (1) of the answers*  
**TRUE / FALSE**

**Q34.** Why is it preferable to lift a casualty with a stretcher or similar piece of equipment?


**Q35.** The ARC is a body that drafts and updates guidelines on the recognition and first aid management of life threatening illness. What does ARC stand for?

<b>A</b>		<b>R</b>		<b>C</b>	
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**Q36.** List three (3) functions of a first aider.

1.	
2.	
3.	

**Q37.** List seven (7) 7 stages of the DRS ABCD Action Plan.

1.	
2.	
3.	
4.	
5.	
6.	
7.	

**Q38.** When speaking to the emergency telephone operator, what should you do?


**Q39.** List three (3) details you would need to provide to the emergency operator.

1.	
2.	
3.	

**Q40.** What does AED stand for?

<b>A</b>		<b>E</b>		<b>D</b>	
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**Q41.** When would you not use an AED?


**Q42.** List four (4) key elements for the chain of survival?

1.	
2.	
3.	
4.	

**Q43.** What is envenomation?


**Q44.** What is the normal body temperature?

*circle one (1) of the answers*

- a) 20° C
- b) 35° C
- c) 37° C
- d) 41° C



**Q45.** What is poison?


**Q46.** What is respiratory distress?


**Q47.** Who could you seek assistance from if you are attempting to administer first aid in a workplace?


**Q48.** List three (3) items of first aid equipment.

- 1.
- 2.
- 3.


**Q49.** Where can personnel find information on how to operate first aid equipment?


**Q50.** List two (2) why the recovery position is the position for a casualty who is unconscious and breathing.

- 1.
- 2.


**Q51.** List four (4) vital signs that need to be monitored during first aid management.

- 1.
- 2.
- 3.
- 4.


**Q52.** Why is it important to constantly monitor the vital signs of the casualty?


<b>Q53.</b> Emergency services staff (paramedics) may require your assistance to provide further treatment to the casualty. List three (3) types of assistance.
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>

<b>Q54.</b> Once the first aid equipment is no longer needed, it is vital to thoroughly clean the equipment. List two (2) main reasons why this cleaning process is so important.
1. <input type="text"/>
2. <input type="text"/>

<b>Q55.</b> List three (3) examples of documentation that may need to be completed after first aid treatment has finished.
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>

<b>Q56.</b> List five (5) casualty details that should be recorded when taking incident notes or writing a report.
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>
4. <input type="text"/>
5. <input type="text"/>

<b>Q57.</b> When should first aid documentation be completed?
<input type="text"/>
<input type="text"/>

<b>Q58.</b> List four (4) details that could be included in the first aid report.
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>
4. <input type="text"/>

<b>Q59.</b> The details of the casualty and any medical information <b>can</b> be shared with others who are not directly involved in the first aid treatment, reporting or continuing treatment of the casualty. <i>circle one (1) of the answers</i> <b>TRUE / FALSE</b>
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**Q60.** List three (3) parties that could be a good source of feedback of your first aid treatment.

- 1.
- 2.
- 3.

**Q61.** List three (3) indicators of occupational stress.

- 1.
- 2.
- 3.

**Q62.** List three (3) strategies that can help deal with stress.

- 1.
- 2.
- 3.

**Q63.** List two (2) benefits of a debriefing session.

- 1.
- 2.

**Q64.** What action might your employer take to improve your first aid skills?

**Q65.** Evaluating your performance may be the only way you can identify how to provide better first aid before it's too late.

*circle one (1) of the answers*

**TRUE / FALSE**

**End of the pre-course assessment**