APiT

Australian
Pacific Institute of
Technology

RTO ID 45090

NATIONALLY RECOGNISED
TRAINING

COURSE GUIDE

HLTAID004 – Provide an Emergency First Aid Response in an Education and Childcare Setting

Course Overview
Provide an emergency first aid response in an education and care setting (HLTAID004) applies to educators and support staff working in education or children's services who are required to respond to a first aid emergency. It incorporates the skills and knowledge required to provide a first aid response to infants, children and adults.

Target Groups
Target groups for this qualification are those who are:
• Seeking to work within children's services.
• Educators (and support staff) working in education
• Seeking to work within Disability Support
• Seeking to work within a care setting

Delivery mode and location
This course is delivered in our classroom at 12 Overland Drive, Narre Warren, 3805 or approved workspaces.

Course Duration
Provide an Emergency First Aid Response in an Education and Care Setting requires 1 day of Pre-Online Theory (24 hours before the commencement of the class) and 7 hours face-to-face training session with our qualified trainer.
Refer to our Calendar at www.apit.edu.au/Australia for available public classes

Award Issued
A Statement of Attainment (Certificate) will be provided for the successful completion of the following course:
• HLTAID004 Provide First Aid (valid for 3 years)

This course also includes accreditation for the following units:
• HLTAID001 Provide cardiopulmonary resuscitation (valid for 1 year)
• 22300VIC Course in First Aid Management of Anaphylaxis
• 22282VIC Course in the Management of Asthma Risks and Emergencies

Career Outcomes
Students who complete a HLTAID004 course are highly viable to organisations within the childcare or educational sector. The entirety of workplaces that involve children first and for mostly ensure to their clientele that their workplace is safe and secure. Hence, why they require all staff to complete this vital course (in accordance with regulatory standards).

In the unlikely event ofan injury in the workplace, there is assurance that a worker is ready to act promptly to potentially save a child'slife.

Course Structure
Provide an emergency first aid response in an education and care setting contains both theoretical and practical elements within its course guide. Students are required to demonstrate a satisfactory level for each given element to obtain a Statement of Attainment.

Course Guide

Elements define the essential outcomes	Performance criteria specify the level of performance needed to demonstrate achievement of the element.
ELEMENTS	**PERFORMANCE CRITERIA**
1. **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
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 & 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
Training Arrangements	Fortnightly Saturday Classes: 9.00am to 4:00pm (1 Day Pre-Online Theory + 7 Hours face-to-face class) Refer to our Calendar at www.apit.edu.au for the availability of public classes. Alternatively, please contact us at 1300 WEUPSKILL to arrange a private session or onsite training.
Assessment Arrangements	Assessment methods used for this qualification will provide individuals opportunities to demonstrate that they have met the required outcomes through: • Theoretical assessments • Observations/Practical assessments

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or e-mail us at info@apit.edu.au

Additional Support	All students are provided with a range of learning support options and resources to help them achieve competency. This may include: • Student Counsellor • Mentoring from Trainers • Computer and technology support • Referral to external support services Australian Pacific Institute of Technology will provide additional support for any students experiencing: • Disability and access issues; • Language barriers; • Language, literacy and numeracy issues; • Employment issues; and/or • Any other issues that may affect their ability to achieve their training goals. Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required. Where there is perceived difficulty in achieving learning goals, the trainer will discuss these issues with the student. The student will be provided with information about possible alternative courses, additional tools and resources available, and options and choices for accessing a supportive network. The information provided will vary depending on the individual needs of the student.
Entry Requirements	Students must meet the following entry requirements: • All students studying an Australian Course are required by the Australian Government to have (and present) a Unique Student Identifier (USI). • All students must provide Primary and Secondary identification on the day of training, or alternatively, upload information as a PDF when completing their online enrolment. • Basic numeracy and literacy skills must be shown through the Language, Literacy and Numeracy test (LLN) incorporated in the online enrolment process.
Cost	APIT offer competitive prices, with all learning & activities materials included (no hidden costs). $109
How to enrol	To enrol for this course, click the 'Book Now' tab at www.apit.edu.au/australia and follow the prompts. Alternatively, call us on 1300 WEUPSKILL for more information on the enrolment process.
Contact Detail	Call on 1300 WEUPSKILL or email us at info@apit.edu.au. Otherwise, visit our Campus at 12 Overland Drive, Narre Warren, 3805.