Personal Details

Name:____________________________________________________

Address:____________________________________________________

Suburb: __________________________ Postcode:____________

Contact Phone number: __________________________

Email Address: __________________________

To be completed by Facilitator

Business / Organisation: __________________________

Course Date: __________________________

Venue: __________________________

Facilitator Name: __________________________

Facilitator Signature: __________________________

Workbook to be completed by: __________________________
Introduction

The nominal hours for the Provide First Aid unit of competency are 18 hours. However, you are combining a one day instruction course with the completion of this self-paced workbook.

The self-paced workbook is to be used with the Survival Emergency Solutions First Aid Emergency eHandbook, from which you will find all of the answers. This course is designed for the participant who is required to hold a Statement of Attainment by completing the following unit of competence:

HLTAID003 Provide First Aid

This self-paced workbook is a learning tool. The workbook allows you to go through the required theory in your own time and pace instead of a classroom setting.

The workbook is divided into sections and to help the student the corresponding page numbers from Survival Emergency Solutions First Aid Emergency eHandbook have been given. After reading the relevant sections, please ensure you:

- Answer all questions
- Write clearly and legibly
- Circle the appropriate answer
  - ‘Yes’ or ‘No’
  - ‘True’ or ‘False’

During the one day instruction you will complete:

- Completion and success of assessments for HLTAID003 Provide Cardiopulmonary Resuscitation
- HLTAID003 Knowledge Assessment
- HLTAID003 Practical Demonstration
- HLTAID003 Case Study
- HLTAID003 Other Evidence Record (if relevant to student)

The workbook is required to be completed prior to your attendance at the 1-day instruction unless alternative arrangements have been made by your facilitator. Once completed, please hand the Workbook to your facilitator, send via email to info@firstaidaction.com.au, or mail to First Aid Action at the following address:

First Aid Action
15 Preston Road
Manly West QLD 4179

Facilitator Notes:

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Version 7/June 2018
General Principles and Practice

Principles of First Aid
1. The main aims of First Aid are to: (Select the correct answer)
   a. Preserve Life  
   b. Protect the casualty from further harm  
   c. Prevent injury/illness from becoming worse  
   d. All of the above

2. In Australia, dialing ‘000’ obtains emergency assistance, however digital mobile phones (GSM) work with which other emergency number?
   a. 113  
   b. 111  
   c. 112  
   d. 106

3. A medical alert bracelet may give you information about a person’s medical history:
   True ☐  False ☐

Legal Issues in First Aid
1. Which of the following Legal issues are considered when administering First Aid: (Select the correct answer)
   a. Duty of Care (your obligation)  
   b. Negligence  
   c. Consent  
   d. All of the above

2. An Incident Report Form can be used in a court of law:
   True ☐  False ☐

The Human Body
1. Which of the following is not an anatomical system of the body:
   a. The Digestive System  
   b. The Endocrine System  
   c. The Lymphatic System  
   d. The Liver System

2. The heart, blood vessels and blood comprise the ____________ system

3. The ____________ system provides ____________ to the blood, and takes away the waste product called ____________
4. The functions of the Lymphatic system include: (Select the correct answer)
   a. Is a slow-moving system where toxins accumulate after a bite.
   b. Is a flushing mechanism for toxins and infection absorbed into tissue
   c. The lymphatic fluid eventually drains into the blood stream
   d. All of the above.

Hygiene in First Aid
1. Which of the following are basic hygiene procedures when treating a casualty:
   a. Washing hands before and after treating a casualty
   b. Wearing gloves
   c. Do not cough onto a wound
   d. All of the above

2. The correct procedure to treat a Needle Stick Injury is:
   a. Wash the wound with soap and water
   b. Refer the person to a doctor for testing
   c. Ensure the safe disposal of the sharp
   d. All of the above

Examining a Casualty
1. It is necessary to conduct a Primary Examination because:
   a. It is important to check for life threatening conditions where the airway and breathing are compromised and severe bleeding needs to be controlled
   b. To check if the casualty has eaten recently
   c. To assess the casualty for any medical conditions or allergies
   d. All of the above

2. Top priority in Multiple Casualties is given to: (page 99):
   a. Airway obstruction
   b. Breathing difficulties
   c. Circulation problems
   d. All of the above

The Chain of Survival
1. Which of the following is not a part of the 4 chains in the Chain of Survival:
   a. Early Handwashing
   b. Early CPR
   c. Early Defibrillation
   d. Post Resuscitation Care
The Unconscious Casualty

1. An unconscious casualty who remains on their back risks an obstructed airway by solids, fluids or a relaxed tongue except if they have a spinal injury:
   a. True
   b. False

Airway Management

1. What are the types of head tilt are used in resuscitation? (Mark the correct answers)
   a. Three quarter head tilt
   b. Full (maximum) head tilt
   c. Neutral (or none) head tilt

Rescue Breathing and Chest Compressions

1. What is the aim of performing CPR?
   a. To provide oxygen to a casualty who is complaining of chest pains
   b. To provide oxygen to a casualty is unconscious and not breathing normally so as to maintain life
   c. To expel the waste product carbon dioxide from the blood vessels
   d. To provide oxygen to a casualty who is unconscious but breathing.

2. What are 2 indications for Rescue Breaths and CPR?
   a. Unconscious and breathing normally
   b. Conscious and difficulty breathing
   c. Conscious and wheezing
   d. Unconscious, not breathing normally and not responding to the first aider

Automated External Defibrillation

1. Sudden Cardiac Arrest is a problem with the plumbing of the heart
   True ☐              False ☐

2. What does AED stand for:
   a. Automated External Defibrillator
   b. Automated Eternal Defibrillator
   c. Automatic External Device
   d. Automatic Eternal Device
Emergency

Abdominal Injuries

1. What is the management of a casualty with an evisceration?
   a. No dressing, better to keep the wound open
   b. Sterile non stick dressings soaked in warm water
   c. Dry dressing
   d. Push the organs back into the abdomen and cover with a wet dressing

Action Plan

1. Compete the following emergency action plan acronym:
   D ______________________
   R ______________________
   S ______________________
   A ______________________
   B ______________________
   C ______________________
   D ______________________

3. What is the correct order of persons when assessing for Danger?
   a. Casualties, Yourself, Bystanders
   b. Bystanders, Yourself, Casualties
   c. Yourself, Bystanders, Casualties
   d. Yourself, Casualties, Bystanders

4. List the actions you would use to check if an unconscious casualty is breathing?
   L ___________ L ___________ F ____________
   for normal breathing

5. What is the ratio of chest compressions and rescue breaths when performing CPR?
   a. 15 compressions: 1 breath
   b. 30 compressions: 1 breath
   c. 20 compressions: 2 breaths
   d. 30 compressions: 2 breaths
6. When do you stop CPR?
   a. When you become physically exhausted
   b. When the casualty recovers
   c. When qualified help takes over
   d. All of the above

**Anaphylaxis**

1. Which of the following are signs and symptoms of a severe anaphylactic reaction: (Mark all the correct answers)
   a. Difficulty breathing
   b. Difficulty speaking
   c. Dizziness
   d. All of the above

2. Adrenaline can be self-administered via an _____________________.

**Asthma**

1. State 4 signs and symptoms of an asthma attack:
   1. __________________________________________________________
   2. __________________________________________________________
   3. __________________________________________________________
   4. __________________________________________________________

2. A child at an athletic carnival is having breathing difficulties. On examination, the child is pale with rapid shallow breathing and you hear a pronounced wheeze. Which of the following is the correct procedure to manage this child after calling the ambulance?
   a. Administer 4 sprays of a preventer medication every four minutes
   b. Administer 4 sprays of a preventer medication every four minutes
   c. Administer 4 sprays of a preventer medication every 2 minutes
   d. Administer 2 sprays of a preventer medication every 2 minutes

**Bites and Stings**

1. Indicate your care and treatment for a person suffering a bite and sting from the following by placing a tick in the correct box:
<table>
<thead>
<tr>
<th></th>
<th>Pressure Immobilization Bandage</th>
<th>Cold</th>
<th>Heat</th>
<th>Vinegar</th>
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<tbody>
<tr>
<td>Stone Fish</td>
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<td>Ticks</td>
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<td>Redback Spider</td>
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</table>
2. You are bushwalking with friends and one person is bitten by a snake on their lower leg. You see two puncture marks on his leg. State your management of this casualty.

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3. The correct procedure to remove a tick from the skin is:
   a. Spray the tick with antiseptic first then remove with tweezers
   b. Remove with tweezers twisting in an anti-clockwise direction
   c. Slide the tweezers either side of the tick and lever upwards

Bleeding and Shock

1. A young boy has cut himself with a sharp fishing knife; dark blood is flowing from the wound. Detail:
   a) The blood vessel likely to be damaged is a:
      Vein ☐ Artery ☐
   b) Treatment would include:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

3. To the previous scenario, you have applied a pad and bandage to a wound, but the blood has now soaked through. What would you do?
   a) Apply a tourniquet above the wound
   b) Apply another pad and bandage but leave the existing dressing in place.

4. If a penetrating object is still in place and there appears to be no bleeding, you should gently pull the object out to restore the blood supply

   Yes ☐ No ☐
5. A casualty has been hit in the face with a soccer ball and is starting to have a nose bleed. The correct management for this condition would be to:
   a. Lean forward and pinch the soft part of the nose for 10-15 minutes.
   b. Tilt the head backwards and pinch the nose for 20 minutes
   c. Apply pressure to the bony part of the nose for 10 minutes. Apply ice packs to the back of the neck
   d. Pack the nostrils with dressings. Apply ice packs to the back of the neck.

6. A work colleague has had his finger caught in machinery. His index finger has been amputated. After treating the casualty, state how you would manage the care of the amputated part:
   a. Place the amputated finger into a bucket of ice
   b. Stitch the finger back on with fishing line
   c. Place the amputated finger into a sealed plastic bag then place in ice.
   d. Place the amputated finger into a sealed plastic bag then place into ice and water.

7. A work colleague has had a forceful impact to the abdomen and is complaining of severe abdominal pain, is vomiting bright red blood and you notice rapid swelling of the abdomen. You also notice that the casualty has pale, cool, sweaty skin and rapid shallow breathing. State your management of this casualty.

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**Burns and Scalds**

1. Burns are classified as either:
   a) __________________________
   b) __________________________
   c) __________________________

2. A co-worker has suffered a thermal burn. Which of the following would be the ‘care and treatment’?
   a. Place an ice pack on the burn
   b. Apply burn cream to the burn and cover with a non-stick dressing
   c. Gently pour cool water over the burn for at least 20 minutes and cover with a non-stick sterile dressing
   d. Cover with a dry dressing
Chest Injuries

1. The correct treatment for a person with a fractured rib would be to:
   a. Support the chest wall by binding the victim’s arm across the chest and bind with a broad bandage. Seek medical aid.
   b. Do nothing as there isn’t anything medical assistance can do for a fractured rib.
   c. Wrap a bandage around the chest firmly to support and immobilize the fractured rib.

2. A Flail Chest should be considered as a life-threatening injury due to its’ complications:
   True ☐  False ☐

3. State the management of a casualty with an open penetrating chest wound:
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   ____________________________________________________________

Choking

1. Which of the following is the correct ‘care and treatment” for a conscious casualty with a partial airway obstruction:
   a. Give 5 back slaps between the shoulder blades
   b. Encourage the casualty to cough and call an ambulance if ineffective
   c. Lean forward with their head between the knees
   d. Give 5 chest thrusts in the middle of the chest

Croup and Epiglottis

1. A friend’s 2-year-old child has developed breathing difficulties. The child has had a cold for several days and now has a barking cough. The child may be suffering:
   a. Epiglottitis
   b. Croup
   c. A head cold
   d. None of the above

Crush Injuries

1. You should never remove a crush injury on a casualty due to the complications of the crushing force.
   True ☐  False ☐
Diabetic Emergencies
1. Hypoglycemia is a term used when a person is experiencing: (Select correct answer)
   a. Low Blood Sugar
   b. High Blood Sugar
2. You are out with a group of friends and you know that one person is a diabetic. She starts to sweat profusely, has slurred speech and appears to be drunk but you know that she has not been drinking. State your management of this person
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

Drowning
1. You find a young child submerged in the shallow end of a motel swimming pool. The child is unconscious and not breathing. Your management of the casualty is to: Select the correct response:
   a. Place the casualty into the recovery position to keep warm
   b. Go looking for the child’s parents to gain consent to assist the child
   c. Call an ambulance and commence CPR immediately
   d. Turn the child upside down to drain water from the lungs

Electric Shock
1. You should attempt to rescue an unconscious casualty lying amongst fallen power lines after a storm
   True ☐ False ☐

Epilepsy and Febrile Convulsions
1. When managing a casualty during a seizure, it is important to place a spoon between the teeth to prevent the casualty from biting their tongue:
   True ☐ False ☐
2. A child who is having a febrile convolution should be:
   a. Protected from harm, rolled into recovery position when jerking stops, seek medical aid
   b. Driven immediately to the doctor for assessment
   c. Placed into a cold bath after the seizure stops
   d. Only call an ambulance if the seizure lasts more than 10 minutes
Facial Injuries

1. An insect is lodged in a casualty’s ear. How do you remove the insect? (Select the correct response) (please use the internet/google for answer)
   a. Gently float the insect out with water, saline or light vegetable oil.
   b. Use tweezers to pluck the insect out
   c. Use a torch to attract the insect to light.

2. A casualty has suffered a major eye injury. State your management of the casualty.

3. What is the care and treatment for a burn to the eye from a chemical?
   a. Gently wash the eyes with milk
   b. Tell the casualty to rest in a dark room
   c. Gently pour water over the affected eye and thoroughly under lids

4. A knocked out permanent tooth if unable to be placed back into the socket can be stored in which of the following solutions:
   a. Milk
   b. Saline
   c. Casualty’s own saliva
   d. Any of the above

Fainting

1. During a first aid video showing a bloodied victim, a student falls from his chair. He is breathing normally but is complaining of dizziness, nausea and has pale, cool and clammy skin. On examination you find no other injuries. State your management of this casualty.

Fractures

1. Fractured limbs should always be moved into an elevated position to assist with comfort:
   True ☐ False ☐
2. A plumber is fixing the gutters of your house. You hear a loud 'thump' outside and discover that he has fallen two meters from a ladder. The casualty complains about pain in the right leg. On examination you find a deformity, pain, tenderness and a large amount of swelling to the middle of the lower leg. State your management of this casualty.

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Head Injuries
1. What is a “Concussion”
   a. A head injury
   b. A back injury
   c. A leg injury
   d. An abdominal injury
2. You are at a sporting event when a teenager receives a head knock. He is unresponsive for several minutes. The teenager becomes responsive and is asking what has happened and has swelling on the back of his head. State your management of this casualty.

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Heart Conditions
1. A colleague complains of chest pain. He describes the pain as sharp and vice-like in the centre of the chest. On examination, he is pale and sweaty with shallow respirations. State your treatment of the casualty.

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Heat and Cold Emergencies
1. Heat Stroke is considered not a potentially life-threatening condition as the body is still trying to cool itself by sweating:
   True ☐   False ☐
2. You are participating in a fun run and ahead of you, a participant is staggering. You catch up to him and notice that he is sweating profusely and begins to vomit. Your management of this casualty would be to:
   a. Encourage the casualty to keep running as finishing the race is rewarding
   b. Rush the casualty to a tap and douse the casualty with cold water
   c. Tell the casualty to rest and assist the casualty to drink a sports drink
   d. Lay the casualty down in the shade, give frequent small drinks of water or ice chips and seek medical aid

5. The correct care and treatment of a person with Hypothermia is to:
   a. Rub any areas of the body that are affected by Frost bite
   b. Encourage the casualty to perform vigorous exercise
   c. Provide the casualty with an alcoholic drink
   d. Gently warm the casualty by removing wet clothing if possible, cover the casualty with warm blankets, keep out of the wind, give warm drinks if conscious.

**Hyperventilation**
1. A casualty is suffering from hyperventilation. You should assist the casualty to breathe into a brown paper bag:
   True ☐ False ☐

**Poisoning**
1. Poisonous substances may enter the body by:
   a. Ingestion
   b. Absorption
   c. Inhalation
   d. All of the above

2. What is the Poisons Information Centre phone number?

   ________________________________________________________________

3. A casualty has had chemicals splashed in their eye. You should carefully remove the chemicals with a dry cloth.
   True ☐ False ☐

**Soft Tissue Injuries**
1. Treat soft tissue injuries by:
   a. Raising if possible
   b. Apply a bandage
   c. Apply an ice pack
   d. All of the above
2. The correct amount of time to apply an ice pack to a soft tissue injury is _______ minutes and reapply when the skin is ________________________.

**Spinal Injuries**

1. State 4 Signs or Symptoms of a spinal injury
   1. ______________________________
   2 ______________________________
   3. ______________________________
   4. ______________________________

2. A tradesman has fallen from a ladder. He is conscious and states that he has numbness and a loss of feeling to both legs. State your management of this casualty.

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_____________________________________________________________________

3. A helmet should NEVER be removed from a motorbike rider:
   True ☐ False ☐

**Stroke**

1. In relation to a stroke, explain the acronym FAST.
   
   F _____________
   A _____________
   S _____________
   T _____________

2. An elderly gentleman has been complaining of a headache for several hours. He is slumped in his chair to one side and has a slight salivary drool. State your management of this casualty.

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