

PLEASE RETURN TO:
First Aid Action
PO Box 626
Redbank Plains Qld 4301
Ph: (07) 3901 0599
Email: info@firstaidaction.com.au



First Aid Action

PROVIDE FIRST AID WORKBOOK

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 Active First Aid manual, 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 the same sections as the 'Active First Aid' manual. 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 needs 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 or mail to First Aid Action at the following address:

First Aid Action
P.O. Box 626
Redbank Plains QLD 4301

Facilitator Notes:

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

True

False

VJ GJ WO CP 'DQF [

1. In the space provided, name the anatomical systems of the human body

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

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. List 4 basic hygiene procedures a first aider should follow when treating a casualty:

- 1. _____
- 2. _____

3. _____
 4. _____
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. What are 3 important questions you can ask a conscious casualty during a primary examination?
 1. _____
 2. _____
 3. _____

3. What does the acronym SAMPLE stand for?

S _____

A _____

M _____

P _____

L _____

E _____

4. What does the acronym 'DOTS' stand for?

D _____

O _____

T _____

S _____

5. What are the three essential questions you should ask yourself when determining the priority of treatment? (pg 164)

1. _____

2. _____

3. _____

The Chain of Survival

1. State the four links of the 'chain of survival':

1. _____

2. _____

3. _____

4. _____

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 2 types of head tilt used in resuscitation?

1. _____

2. _____

Rescue Breathing and Chest Compressions

1. What is the aim of performing CPR?

2. What are 2 indications for Rescue Breaths and CPR?

1. _____

2. _____

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 _____

E _____

D _____

Emergency

Abdominal Injuries

1. What is the management of a casualty with an evisceration?
 - a. No dressing, better to keep the wound open
 - b. Wet dressing or plastic wrap
 - c. Dry dressing
 - d. Push the organs back into the abdomen and cover with a wet dressing

Action Plan

1. Complete the following emergency action plan:

D _____

R _____

S _____

A _____

B _____

C _____

D _____

3. Who should be considered when checking for hazards?

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?

- 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. List 5 signs & symptoms of Anaphylaxis?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- 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. State your management of this child.

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:

| | Pressure Immobilization Bandage | Cold | Heat | Vinegar |
|---------------------|---------------------------------|------|------|---------|
| Stone Fish | | | | |
| Box Jellyfish | | | | |
| Fire Ant | | | | |
| Blue Ringed Octopus | | | | |
| Bee | | | | |
| Redback Spider | | | | |
| Cone Shell | | | | |
| Sting Ray | | | | |
| Funnel Web Spider | | | | |

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.

3. State the management of a casualty who has a tick embedded in their skin?

Bleeding and Shock

1. External Bleeding may be evident from 5 different wounds. What are they?

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. 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. State your management for this condition.

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:

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.

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 and cover with a non-stick dressing
 - d. Cover with a dry dressing

Chest Injuries

1. What is the care and treatment for a person with a fractured rib?

2. Explain the term 'flail chest'.

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 Epiglottitis

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. State your management of this child

2. If the child in the previous question was still and quiet, had a high temperature was drooling and began to have an expiratory purr, state how you would manage this casualty

Crush Injuries (p 146)

1. Explain 'Crush Injury Syndrome'

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. How would you manage an accident scene where there is an unconscious casualty lying amongst fallen power lines after a storm?

Epilepsy and Febrile Convulsions

1. List 3 main types of seizures:

- 1. _____
- 2. _____
- 3. _____

2. State how you would manage a child who is having a febrile convulsion:

Facial Injuries

30 An insect is lodged in a casualty's ear. How do you remove the insect? (Select the correct response)

- c0 Gently float the insect out with water, saline or light vegetable oil.
- d0 Use tweezers to pluck the insect out
- e0 Use a torch to attract the insect to light.

40 A casualty has suffered a major eye injury. If tolerated by the casualty, why is it best to cover both eyes? (Please research this answer on the Internet)

3. What is the care and treatment for Welder's Flash?

60C "hpqengf "qw'r gto cpgpv'vqqj 'kh'wpcdrng'vq'dg'r rægf "dcenlkpvq'vj g'vqengv'ecp'dg" uxtgf "kp'y j lej "qh'vj g'hqmqy kpi "uqmwkqpu

- a. Milk
- b. Saline
- c. Casualty's own saliva
- d. Any of the above

Fainting

12 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. Why is immobilization the preferred way to manage fractured limbs?

2. Explain what it means to have a 'greenstick fracture'.

3. 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.

Head Injuries

1. Head injuries can be classified as either:

1. _____

2. _____

2. What is "CSF"?

3. 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.

Heart Conditions

1. State the medical terms known as a heart attack:

1. _____

2. _____

2. 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.

Heat and Cold Emergencies

1. State the temperature the body maintains during normal conditions?

2. Detail why Heat Stroke is considered a potentially life threatening condition.

3. You are participating in the Bridge to Brisbane 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. State your management of the casualty.

4. At what body temperature does Hypothermia occur? Select the correct answer.
 - a. Below 35 degrees
 - b. Below 37 degrees
 - c. Below 38 degrees
 - d. Below 40 degrees

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. List 3 signs and symptoms of Hyperventilation?
 1. _____
 2. _____
 3. _____

2. A casualty is suffering from hyperventilation. State your management for this condition.

Meningitis

1. What is a useful test that can be used to determine Meningococcal infection?

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. State your care and treatment.

Soft Tissue Injuries

1. Complete the acronym:

R _____

I _____

C _____

E _____

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.

3. A motorcyclist has fallen from his bike. When would you need to remove his helmet?

Stroke

1. What are the two common causes of a stroke?

a. _____

b. _____

2. In relation to a stroke, explain the acronym FAST.

F _____

A _____

S _____

T _____

3. 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.
