

*Fluid*  
FIRST AID

# Learner Practical Assessment Guide

*HLTAID004*

Provide an Emergency First Aid Response  
in an Education and Care Setting

<< Version 2.0 >>



# PRACTICAL ASSESSMENT ACTIVITIES

<b>Title</b> ( <i>Mr, Mrs, Dr etc</i> )	<input type="text"/>	
<b>Name</b> ( <i>as it appears on USI Register</i> )	<input type="text"/>	
<b>Contact details</b>	phone: <input type="text"/>	
	email: <input type="text"/>	
<b>USI number</b>	<input type="text"/>	
<b>Unit Name</b>	HLTAID004 Provide an emergency first aid response in an education and care setting	
<b>Date of assessment</b>	<input type="text"/>	
<b>Learner Declaration Learning and Assessment.</b>	By signing below, I declare that: I can complete the physical requirements of the assessment activities. I authorise the RTO to obtain any registered USI number or discuss any issues with the USI office if required. I have been provided with access to the online learning and Assessment material	
	<b>Signature of Learner</b>	<input type="text"/>

# PRACTICAL ASSESSMENTS

## LEARNER INSTRUCTIONS

You are to complete a series of practical assessments based on real life scenarios that you may come across in your workplace or other settings. These will be completed during the face-to-face practical workshop component of this unit. You will be required to demonstrate the application of emergency first aid skills in a simulated education and care setting. Your assessor will use the observation checklists contained in this section of the Assessment Guide to assess your performance as satisfactory or not yet satisfactory. You may refer to the checklists during the trainer's explanation and demonstration of the activity and while practicing the task, however, to ensure the assessment simulates a real life first aid response, you will be unable to reference it while demonstrating your skills in the assessment task.

To achieve competency for the unit, you must complete all tasks satisfactorily. If you do not achieve this on the first attempt, your assessor will explain what you need to improve, will ensure you have the time to practice the task again and will observe you when you feel confident to undertake the assessment again.

If you have any learning or physical needs that make completing these tasks difficult, please discuss with your trainer at the beginning of class to establish any reasonable adjustments we can make to facilitate you completing the task.

However, please note we cannot adjust the need to perform CPR as outlined as follows:

- Uninterrupted CPR for at least 2 minutes on an adult manikin placed on the floor
- Uninterrupted CPR for at least 2 minutes on a child manikin placed on the floor
- Uninterrupted CPR for at least 2 minutes on a baby manikin placed on a firm surface.

# ASSESSMENT TASK 1

## MANAGING AN UNCONSCIOUS CASUALTY

**Learner Instructions:** You have been called to someone in your workplace who is unconscious on the floor but still breathing. You are to demonstrate:

1. The initial primary assessment steps including D, R, S, A & B
2. Effective management of the unconscious breathing casualty.

Your assessor will use the Checklist below to record the outcomes of the observation.

<b>Learner Name:</b>		
<b>Observation Checklist</b>		
The learner demonstrated the following:	Attempts S/NS	
	First	Second
DANGER - Assessed scene and identified potential dangers/hazards in a workplace situation and possible control measures.		
RESPONSE - used talk and touch method to elicit a response.		
SEND - Called 000 or delegated tasks to bystander, got help from others, sent for equipment - AED, first aid kit, PPE etc.		
AIRWAY - checked for potential blockage in mouth. No blockage found.		
BREATHING - checked for evidence of normal breathing by: <ul style="list-style-type: none"> <li>• Opening airway using head tilt and chin lift method.</li> <li>• Assessing for signs of normal breathing for approx. 10 seconds by: <ol style="list-style-type: none"> <li>a. looking across the chest for consistent rise and fall</li> <li>b. listening and feeling for air escaping from the nose and mouth</li> </ol> </li> <li>• Identified that the casualty is breathing normally</li> </ul>		
Rolled the casualty onto their side by: <ul style="list-style-type: none"> <li>• preparing the body with closest arm across the chest, other arm out of the way, closest knee up and pushing body away by the knee and shoulder</li> <li>• using safe manual handling technique - both knees on the ground, positioned close to weight with back straight</li> <li>• minimising twisting and maintaining alignment of the casualty's neck and spine.</li> </ul>		
Managed unconscious breathing casualty once on their side by: <ul style="list-style-type: none"> <li>• opening airway and face slightly toward ground without twisting neck.</li> <li>• checking for breathing again and perform head-to-toe examination to look for other injuries</li> <li>• Treating for shock by covering with a blanket, jackets or suitable alternative.</li> </ul>		
<b>Assessment Outcome</b>		
The Learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
<b>Feedback to Candidate</b>		
Assessor Name		
Assessor Signature		

# ASSESSMENT TASK 2

## ADULT CPR & DEFIBRILLATION

**Learner Instructions:** While waiting for an ambulance the casualty you treated in the previous task appears to have stopped breathing. You are to perform uninterrupted single rescuer CPR for minimum of 2 minutes (5 cycles of 30 compressions: 2 breaths) on an ADULT manikin on the floor. You are to enlist help to retrieve and operate an AED. During the rescue you must coordinate a rotation of CPR rescuers with minimal disruption to CPR. Finally, you must accurately convey the details of the incident to the emergency response services.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner name:		
<b>Observation Checklist</b>		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Position casualty on their back on the floor with your knees either side of their shoulder, hands locked together and positioned in the centre of the chest (lower half of the sternum), leaning over chest and locking elbows.		
Performed compressions - compressing one third chest depth at rate of 100 -120 per minute with equal time for compression and relaxation, including full recoil of chest.		
Performed rescue breaths by: <ul style="list-style-type: none"> <li>correctly positioning a face shield over the casualty's face</li> <li>full head tilt and chin lift</li> <li>blocking nose with fingers, making a seal around mouth with lips, give normal breath out for around one second until chest rises.</li> <li>turning face toward casualty's chest momentarily to watch for fall of chest then repeat.</li> </ul>		
Performed rotation of rescuers with minimal delays (countdown 10 compressions or second rescuer start compressions after your 2 rescue breaths)		
Operated and applied an AED correctly by: <ul style="list-style-type: none"> <li>turning the AED on</li> <li>following audible prompts to apply electrode pads on clear bare skin where indicated while CPR is continued by another rescuer</li> <li>ensuring the safety of all bystanders to cease CPR and stand clear when the AED directs</li> </ul>		
Accurately conveyed incident details to emergency response services including times, condition of casualty and known history, first aid provided and changes in condition.		
<b>Assessment Outcome</b>		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
<b>Feedback to Candidate</b>		
Assessor Name		
Assessor Signature		

# ASSESSMENT TASK 3

## INFANT CPR & VERBAL REPORT

**Learner Instructions:** A distressed parent is holding a baby who appears lifeless. They scream out for help.

You are to follow DRSABC, performing uninterrupted infant CPR for minimum of 2 minutes (5 cycles of 30 compressions: 2 breaths), respond to regurgitation during CPR and finally give a verbal report of the incident to your "supervisor" (the trainer).

Your assessor will use the Checklist below to record the outcomes of the observation

Learner name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
DANGER - Assessed scene and identified potential dangers/hazards in a workplace situation and possible control measures.		
RESPONSE - used talk and touch method to elicit a response.		
SEND - Called 000 or delegated tasks to bystander, got help from others, sent for equipment - AED, first aid kit, PPE etc.		
AIRWAY - check and identify a potential blockage and roll the infant to clear it with one finger sweep.		
BREATHING - checked for evidence of normal breathing by: <ul style="list-style-type: none"> <li>Opening airway with lift of the chin</li> <li>Assessing for signs of normal breathing for approx. 10 seconds by: <ol style="list-style-type: none"> <li>looking across the chest for consistent rise and fall</li> <li>listening for strange breathing sounds/patterns</li> <li>feeling the chest for consistent up and down movement</li> </ol> </li> <li>Identified that the infant casualty is not breathing normally</li> </ul>		
Positioned infant casualty on firm surface (table/bench/floor)		
Performed compressions - Two fingers placed along the lower half of the sternum, compressing $\frac{1}{3}$ chest depth at rate of 100-120 per minute.		
Performed rescue breaths by <ul style="list-style-type: none"> <li>supporting chin with NO head tilt</li> <li>made a seal around their mouth and nose with your lips.</li> <li>giving two small puffs of air and looking for chest rise</li> <li>turning head toward chest momentarily between puffs</li> </ul>		
Responded to vomiting by turning casualty onto their side and sweeping the mouth.		
Gave an accurate verbal report of the incident, including date, time of incident, known details of the casualty, condition of casualty and first aid provided.		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

# ASSESSMENT TASK 4

## ASTHMA

**Learner Instructions:** You are to demonstrate the first aid procedure for asthma using a manikin as the casualty. Your assessor will use the Checklist below to record the outcomes of the observation.

<b>Learner name:</b>		
<b>Observation Checklist</b>		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Seated casualty comfortably and gave reassurance.		
Located and prepared reliever puffer device, including: <ul style="list-style-type: none"> <li>• Check puffer cylinder for date of expiry</li> <li>• Remove dust caps</li> <li>• Shake puffer</li> <li>• Insert puffer correctly into spacer as per instructions</li> </ul>		
Administered medication following the 4x4 general asthma first aid plan, including: <ul style="list-style-type: none"> <li>• Insert spacer mouthpiece into casualty's mouth</li> <li>• Administer 4x4 - 1 puff, 4 breaths, 4 times</li> <li>• Give reassurance and encourage slow and deep breathing</li> <li>• Monitor casualty for 4 minutes before repeating the above steps when necessary.</li> </ul>		
Called 000 when casualty did not improve after taking medication.		
<b>Assessment Outcome</b>		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
<b>Feedback to Candidate</b>		
<b>Assessor Signature</b>		

# ASSESSMENT TASK 5

## ANAPHYLAXIS

### Learner Instructions:

You are to demonstrate the first aid procedure for allergic reaction and anaphylaxis emergency.

Your assessor will use the Checklist below to record the outcomes of the observation.

<b>Learner Name:</b>		
<b>Observation Checklist</b>		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Obtained allergy management plan.		
Applied first aid procedures for allergic reaction according to management plan: <ul style="list-style-type: none"> <li>Stay with casualty</li> <li>Call for help</li> <li>Give prescribed medication</li> </ul>		
Helped casualty to the ground, laid down or seated upright and removed known allergen.		
Obtained and administered adrenaline EpiPen auto-injector as follows: <ul style="list-style-type: none"> <li>Form fist around pen and pull off blue safety release</li> <li>Hold casualty's leg still and place orange end against outer mid-thigh</li> <li>PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds</li> <li>REMOVE EpiPen®</li> </ul>		
Noted time of injection (mentally or using available resources).		
<b>Assessment Outcome</b>		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
<b>Feedback to Candidate</b>		
Assessor Signature		



# ASSESSMENT TASK 6

## CHOKING

### Learner Instructions:

You are to demonstrate the first aid procedure for partial and full airway blockage (choking) on an adult and baby manikin. Your assessor will use the Checklist below to record the outcomes of the observation.

Learner Name:		
<b>Observation Checklist</b>		
<b>The learner demonstrated the following</b>	<b>Attempts S/NS</b>	
	<b>First</b>	<b>Second</b>
Identified themselves as a first aider and gave reassurance.		
Administered back blows on adult manikin, seated or standing by: <ul style="list-style-type: none"> <li>supporting and lean casualty forward and striking the back, with heel of hand between the shoulder blades.</li> <li>pausing to check if successful and repeating up to 5 times.</li> </ul>		
Administered chest thrusts on adult manikin against a firm surface, placing the heel of hand on centre of chest and giving up to 5 short sharp thrusts.		
Administered back blows on infant manikin by: <ul style="list-style-type: none"> <li>facing down with chest against knee and supporting the head</li> <li>striking the back with heel of hand between the shoulder blades</li> <li>pausing to check if successful and repeating up to 5 times.</li> </ul>		
Administered chest thrusts on infant manikin against lap or firm surface, placing two fingers on centre of chest and giving up to 5 short sharp thrusts.		
<b>Assessment Outcome</b>		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
<b>Feedback to Candidate</b>		
Assessor Name		
Assessor Signature		

# ASSESSMENT TASK 7

## BLEEDING & SHOCK (FULL SCENARIO)

### Learner Instructions:

You are called to the kitchen where someone has cut their lower forearm with a sharp knife. Blood is freely flowing from the wound and the person soon appears pale, cold & clammy.

You are to conduct a full casualty assessment and demonstrate the first aid procedure for bleeding control using pressure bandaging and manage shock.

You are to provide a verbal report of the incident to your workplace supervisor (your trainer).

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Assessed for danger and controlled potential risks to safety.		
Identified themselves, gained consent and rapport and gave reassurance.		
Worked within own level of skills and limitations.		
Performed a verbal and visual assessment of casualty by using S.A.M.P.L.E. process to gain knowledge of signs & symptoms, medical history and details surrounding the incident.		
Applied first aid procedure for bleeding control including: <ul style="list-style-type: none"> <li>indicated using appropriate PPE (disposable gloves).</li> <li>looked for obvious embedded objects in wound if which there were none</li> <li>encouraged casualty to apply immediate direct pressure</li> <li>applied pressure bandage using padded dressing and roller bandage</li> <li>checked for adequate capillary refill below the bandage</li> </ul>		
Applied first aid procedure for shock including: <ul style="list-style-type: none"> <li>kept the casualty warm with thermal blanket, towel, jackets or similar available resources.</li> <li>called for an ambulance.</li> </ul>		
Gave an accurate verbal report of the incident, including date, time of incident, known details of the casualty, condition of casualty and first aid provided.		
Participated in a post-incident debrief and evaluation of own performance.		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

# ASSESSMENT TASK 8

## FRACTURES, SPRAINS & STRAINS

### Learner Instructions:

Your colleague has tripped and fallen awkwardly. They have a painful swollen wrist and a suspected fractured ankle.

You are to demonstrate the first aid procedure for a fracture and sprain injury.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Minimised movement of the casualty and called an ambulance.		
Supported and immobilised the suspected fractured ankle with available padded material or clothing. Check for any associated bleeding wounds to manage.		
Applied R.I.C.E.R technique to the sprained ankle including: <ul style="list-style-type: none"> <li>• Rested the casualty and injured limb</li> <li>• Applied ice or cold compress for a maximum of 20 minutes.</li> <li>• Applied a compression bandage firmly over the injury to provide compression and support.</li> <li>• Elevated the sprain injury</li> <li>• Referred the casualty for medical assessment</li> </ul>		
Checked for adequate capillary refill below the bandage		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor name		
Assessor Signature		

# ASSESSMENT TASK 9

## ENVENOMATION

### Learner Instructions:

A small child thinks they have been bitten by a snake. You see a scratch on their hand. They develop stomach pain, headache and swelling and pain at the site.

You are to demonstrate the first aid procedure for snake envenomation using the Pressure Immobilisation Technique.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner name:		
Observation Checklist		
The learner demonstrated the following:	Attempts S/NS	
	First	Second
Indicated calling 000.		
Laid casualty down and advised to remain still.		
Applied compression bandage firmly up the entire limb starting from the fingers or toes.		
Immobilised the bitten limb against a splint or in a sling.		
Checked for adequate capillary refill below the bandage.		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

# ASSESSMENT TASK 10

## POISONING

### Learner Instructions:

You find a child in the cleaning closet with an open bottle of bleach cleaner and red irritated skin down their forearm.

Demonstrate the steps you would take including what resources you would reference and the first aid procedure.

Your assessor will use the Checklist below to record the outcomes of the observation

<b>Learner Name:</b>		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Rested and reassured the casualty and took measures to control hazard and limit further exposure to the poison.		
Gathered all the available information about the incident and the poison including what the poison is, when they were exposed, where was point of exposure and how it happened.		
Referred to at least one potential resource for treatment which might include: <ul style="list-style-type: none"> <li>• first aid instructions on the substance label</li> <li>• Poisons Information Centre on 13 11 26</li> <li>• a workplace material safety data Sheet (MSDS)</li> </ul>		
Wash the affected area with continuous running water for 20 minutes.		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Signature		

# ASSESSMENT TASK 11

## FEBRILE CONVULSION

### Learner Instructions:

A toddler with a sudden raised temperature starts to stiffen, becomes red in the face and is not responding.

Demonstrate the steps you would take and the first aid procedure.

Your assessor will use the Checklist below to record the outcomes of the observation

Learner Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Removed all dangers and potential hazards.		
Gave reassurance throughout the convulsion.		
Removed excessive clothing to allow for natural cooling.		
Indicated calling 000 or the child's doctor.		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

# ASSESSMENT TASK 12

## HEAD INJURY, SEIZURE & CHILD CPR

**Learner Instructions:** A 5 year old child falls from outside play equipment, hitting their head on the ground. The child experiences a seizure lasting several minutes then becomes unresponsive and stops breathing. You are to assess the scene for risks and hazards and make it safe.

Conduct a visual and verbal assessment of the child and apply first aid procedures for head injury, followed by seizure. You must then perform uninterrupted Child CPR for 2 minutes (5 cycles of 30 compressions: 2 breaths).

Finally, you must accurately convey details of the incident to emergency services (your trainer).

Your assessor will use the Checklist below to record the outcomes of the observation

Learner Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Assessed the scene, identified potential risks and hazards and made it safe.		
Identified themselves, gained consent and rapport and gave reassurance.		
Performed a verbal and visual assessment of casualty, including assessment of head injury signs and symptoms.		
Demonstrated first aid procedure for head injury by: <ul style="list-style-type: none"> <li>keeping casualty still and maintaining alignment of neck and spine</li> <li>ensured a clear airway</li> </ul>		
Demonstrated first aid procedure for seizure including: <ul style="list-style-type: none"> <li>Removed all dangers and potential hazards to the casualty</li> <li>Provided cushioning for the head</li> <li>Timed the seizure</li> <li>Rolled casualty onto side when possible.</li> <li>Reassessed casualty's condition frequently.</li> </ul>		
Demonstrated uninterrupted Child CPR for 2 minutes (5 cycles of 30 compressions: 2 breaths) including: <ul style="list-style-type: none"> <li>positioned casualty on their back on the floor, positioned knees either side of the casualty's shoulders</li> <li>one or two handed compression on lower half of the sternum, one third of the child's chest depth at 100 - 120 compressions per minute (equal compression and relaxation time, full chest recoil)</li> <li>gentle rescue breaths using face shield, applying moderate head tilt/chin lift, blocking nose and making a seal with lips around casualty's mouth.</li> </ul>		
Accurately conveyed details of the incident afterwards as a verbal handover to emergency services.		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

# RECORD OF ASSESSMENT OUTCOME

Your assessor will use this Form to record the outcome of all of your assessments and to show if you have reached competency.

Candidate Name			
Unit	HLTAID004 Provide an emergency first aid response in an education and care setting		
Qualification			
Assessor			
		Satisfactory	Not Yet Satisfactory
The candidate has satisfactorily completed:			
Online Written Assessment		<input type="checkbox"/>	<input type="checkbox"/>
Practical Assessment Tasks 1 –12		<input type="checkbox"/>	<input type="checkbox"/>
Overall, the candidate was assessed as: Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>			
The following gaps have been identified as requiring further training and skills development prior to re-assessment:			
Feedback to candidate:			
The candidate has been provided with feedback and informed of the assessment result and the reasons for the decision.			
Signature of Assessor:		Date	
Signature of Learner:		Date	