



Student Workbook

H & A Training RTO 90871



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Please Print Name _____

H&A Training

Instructions

This workbook is designed to be completed in conjunction with H & A Training's manual "First Aid Training Made Easy" or the information found on our website.

Please have this workbook completed prior to attending your course.

Chapter 4: INFECTION CONTROL

As first aiders we must protect ourselves and any casualty from infections.

Please Tick four (4) actions, which will help first aiders and casualty's reduce the risk of cross infection.

- Use disposable gloves and a resuscitation mask.
- Not washing hands before and after administering first aid.
- Coughing or sneezing over open wounds.
- Washing body fluids off immediately.
- Wearing a plastic apron and eye protection.
- Disposing of first aid protection and other contaminated waste thoroughly, cleaning all surfaces and sterilizing any equipment used.

If during administering first aid you are accidentally cut and the casualty's blood gets in or around the wound, wash immediately with running water and seek medical advice.

Chapter 5: ASSESSING THE CASUALTY

D stands for _____ R stands for _____ S stands for _____ A stands for _____

B stands for _____

Please Tick four (4) appropriate steps you need to consider when checking the head and neck of a conscious casualty.

- Make sure the casualty does not move his or her head or neck.
- Make sure the casualty's head is as uncomfortable as possible.
- Check the skull, neck and head for trauma.
- Check for loose or broken teeth and the ability to open and close the mouth.
- Look for deformities and tender spots, and take note of painful areas.
- Look for pulsating veins in the cheek.

When observing movements of the casualty's extremities, Tick two (2) signs and symptoms, which would suggest spinal damage?

- The casualty's legs or arms will not respond when he/she tries to move them.
- The casualty is able to stand without your assistance.
- The casualty's back aches.
- The casualty's legs or arms have numbness, tingling or coldness in them.

Chapter 6: UNCONSCIOUS CASUALTY

There are many causes for a casualty being unconscious such as head trauma, heart attack, stroke, drug overdose or epilepsy. What is the sign of an unconscious casualty?

- The casualty is responsive
- The casualty is unresponsive

The unconscious casualty must be placed:

- The casualty must be gently and carefully rolled into the Lateral position.
- Place the casualty in an upright position
- The casualty must be placed on their back

Chapter 7: CALLING FOR HELP

When first at the scene of an accident it is your duty as a first aider to call for assistance.

What are the emergency numbers? Please Tick 2 correct answers.

- 000
- 123
- 121
- 122
- 112

Chapter 8: CPR.

RESCUE BREATHING

What is the purpose of administering rescue breaths? Please Tick the correct answer.

- To clean out the casualty's windpipe by sucking any foreign material out.
- To artificially breathe for the casualty supplying vital oxygen to the lungs and brain.
- To see if the casualty's lungs will inflate making sure they are not ruptured.

COMPRESSIONS

What are Compressions? Please Tick the correct answer.

- The artificial method of feeding a casualty.
- The artificial method of breathing for a casualty.
- The artificial method of pumping blood around the casualty's body.

When performing compressions on an adult casualty, what part of the ribcage is compressed and how far do you compress it. Please Tick the correct answer.

- The middle of the chest and 5 to 10 cms (approximately 2/3 depth of the chest cavity).
- The middle of the chest and 4 to 5 cms (approximately 1/3 depth of the chest cavity).
- The ribs and 5 to 10 cms (approximately 2/3 depth of the chest cavity).
- The ribs and 4 to 5 cms (approximately 1/3 depth of the chest cavity).

Performing compression on a child you should:

- Use two hands in the centre of the chest
- Use two fingers in the centre of the chest
- Use one hand

CPR

There is only one compression rate used when performing CPR on an adult or child. What is it?

Please Tick the correct answer.

- 1 breath to 5 compressions.
- 2 breaths to 10 compressions.
- 5 breaths to 10 compressions.
- 2 breaths to 30 compressions.

CARDIAC ARREST

How to diagnose someone who is leading up to a cardiac arrest is important in the assessment of the casualty. Please Tick three (3) signs of a cardiac arrest.

- The casualty has pain or a dull ache in the centre of their chest.
- The casualty is conscious and complains of abdominal pain.
- The casualty is unconscious with an injury to their legs and arms
- The casualty is conscious and complains of lower back pain.
- The casualty has pain radiating down the arm, neck or jaw.
- The casualty looks grey and ill.

A casualty is suffering from a heart attack what is the correct treatment?

- Leave the casualty
- Call for medical assistance
- Allow the casualty to recover on their own

Chapter 9: SHOCK

Please Tick the correct answer. The four key signs of shock are:

- Pale, sweaty, agitated, and happy.
- Pale, sweaty, agitated, and thirsty.
- Flushed, sweaty, agitated, and thirsty.
- Pale, sweaty, calm, and thirsty.

The treatment for a shocked casualty is: Please Tick the correct answer.

- Sit the casualty in an upright position, give them a drink, and wait for signs of recovery.
- Rest the casualty in a comfortable position.
- Lay the casualty down, and call for an ambulance.

THE FAINTED CASUALTY

Your assessment and treatment can have the potential of the casualty's rapid and full recovery. Please Tick three (3) treatments that will help with this recovery.

- Sit the casualty upright so as not to cause more injury if the casualty loses consciousness.
- Sit the casualty in a chair and place his or her head between his or her knees.
- If the casualty is pregnant place her on her left hand side
- Lay the casualty onto their back and elevate their legs.
- Monitor and note the casualty's vital signs and call for an ambulance if the casualty does not recover.

Chapter 10: HEART ATTACK

A heart attack is caused by a partial or total blockage of the cardiac vessels. No oxygenated blood is reaching the heart muscle and the heart muscle starts to die. Please

Tick two (2) signs and symptoms, which may indicate that the casualty is suffering from a heart attack.

- The casualty has pain in his or her arm, neck, and jaw.
- The casualty has a headache.

- The casualty has a constant and heavy pain in the centre of his or her chest.
- The casualty is breathless.
- The casualty may have pale, cold and sweaty skin.

Please **Tick** four (4) answers below, how you as a first aider will treat a casualty you suspect is having a heart attack.

- Sit the casualty in an upright position.
- Monitor the casualty's vital signs.
- Call for an ambulance, but tell the ambulance service that it is not an emergency.
- Rest the casualty in a semi-sitting position unless they are feeling faint then lay them down.
- Reassure the casualty and then leave him or her alone.
- Casualty should administer own medication.
- Call for an ambulance immediately stating that the casualty is having a suspected heart attack.

Angina is caused by a partial blockage in an Artery reducing the amount of oxygenated blood reaching the heart muscle.

When a casualty is suffering from Angina, when would you call for an Ambulance?

Please **Tick** the correct answer.

- When the pain goes away after taking medication.
- If the pain continues.
- When the pain goes away and the casualty falls asleep.

Chapter 11: CHOKING

Choking is the obstruction of the airway. There are many causes of choking these can include food, children swallowing objects and swallowing bone splinters.

Please **Tick** three (3) signs of somebody choking.

- Difficulty in breathing.
- Hand clutched to the throat and lips turning blue.
- Doubled over and clutching of the chest.
- Doubled over and clutching the abdomen.
- Unconsciousness and not breathing.

When treating a casualty with a complete obstruction, please **Tick** what three (3) methods of removing the obstruction you would use?

- Heimlich maneuver.
- Lean the casualty over at the waist and administer five blows to the back between the shoulder blades.
- Place your arms around the abdomen and apply pressure to dislodge the obstruction.
- Hold an infant upside down by the legs and let gravity do the work.
- Give chest thrusts.
- If casualty becomes unconscious, perform CPR and call for an Ambulance immediately

ASTHMA

Asthma is a reversible airways disease. Asthma is a life threatening disease, with most casualty's condition deteriorating quickly

Please **Tick four (4) signs and symptoms** a casualty may experience when having an asthma attack.

- The casualty has shortness of breath.
- The casualty' is suffering from moderate to severe breathing difficulties.
- The casualty has tightness in the chest and bluish coloured lips.
- The casualty has a loud cough bringing up large amounts of phlegm.
- The casualty is disorientated and shivering.
- The casualty is doubled over and coughing holding a hand to his or her throat.
- The casualty has a high-pitched wheezing when exhaling.

Please **Tick the treatments** to assist a casualty when having an asthma attack.

- The casualty should have their blue/grey reliever medication
- The casualty should have their red/purple preventer medication
- The casualty should use a spacer device
- The casualty should be seated upright
- The casualty should be placed on their back

SEVERE ALLERGIC REACTIONS

When treating a casualty who suffers from a severe allergic reaction your assessment of them is critical for any treatment you administer.

Please **Tick four (4) signs and symptoms** that could be present.

- Breathing difficulties and wheezing breaths.
- Blotchy rash, welts or hives over the skin.
- Signs of shock and or unconsciousness.
- Abdominal pain when exercising.
- Swelling around the face, neck, tongue and eyelids.
- Coughing bright red frothy blood from nose and mouth.

Please **number** the correct steps for administering an EpiPen.

Step.....Remove the pen

Step.....Remove the cap

Step.....Push against the thigh for 3 seconds

Step.....Place against the thigh

Chapter 13: FRACTURES

Please Tick what three (3) symptoms could indicate a broken bone.

- The limb is sitting at an unusual angle.
- The casualty's injured limb is shorter than the other limb.
- The casualty has wheezy loud breathing and clutching his or her throat.
- The injured limb of the casualty is tenderness and swelling.
- The casualty is trembling and disorientated.

Chapter 14: BRUISING, SPRAINS AND STRAINS

Please Tick what the treatment for a strain, a sprain, or bruising is.

- Apply a hot pack and apply a compression bandage.
- Apply a cold pack, apply a compression bandage and use the limb.
- Apply a hot pack, apply a compression bandage, elevate and rest the limb and seek medical treatment.
- Apply a cold pack, apply a compression bandage, elevate and rest the limb and seek medical treatment

Chapter 15: BURNS

Below is a mixture of the right and wrong ways of treating a casualty with burns or scalds to the body.

Please Tick the five (5) correct treatments for a burns casualty.

- Place the burn under cool, running water for up to 20 minutes.
- Use plaster adhesives and cotton wool type dressings to prevent fluid loss and infection.
- Remove constrictive items such as footwear, jewellery, rings and watches if able to.
- Cover the burn loosely with a sterile dressing. Never use a dressing that will stick to the burn.
- Apply margarine, butter, fats, lotions and oil to the casualty's burns to prevent soothing of the affected area.
- Break the blisters on the casualty so the injury dries up quicker to prevent healing of the burn.
- Monitor Airway and breathing.
- Elevate burnt limbs to help reduce swelling.

Chapter 16: BLEEDING

True or False. Please Circle the correct answer.

- True / False An embedded object can be removed by a first aider.
- True / False You do not blow your nose immediately after a nose bleed.
- True / False A dirty dressing may be used on a wound.

When a body part has been amputated from a casualty, you, the first aider will examine, assess and treat the casualty as normal.

Please **Tick three (3) actions**, which will **improve** the chance of the amputated part being reattached.

- Cauterise both ends of the amputated extremity avoiding blood loss and infection.
- Place the amputated limb into a plastic bag. Seal the bag and place it into another plastic bag and keep it cool.
- Place the amputated part into salt water to stop infection.
- Apply pressure and elevate the limb to reduce bleeding.
- If no plastic bags or containers are available, place the amputated part in a clean damp cloth and keep in a cool environment.
- Try to reattach the amputated part, avoiding death by blood loss.

Chapter 17: HEAD INJURIES

When a casualty is suffering from head injuries please answer true or false

- True / False The bleeding ear should be positioned up.
- True / False An ambulance should be called.
- True / False The unconscious casualty must be placed in the lateral position supporting the head and neck

Treating a casualty with spinal cord injuries and who is conscious or unconscious is very similar.

Please **Tick three (3) correct** treatments.

- Roll an unconscious casualty into the Lateral position with as much assistance as possible.
- Roll a conscious casualty into the Lateral position after first aid has been administered.
- Do not administer first aid to the casualty and only call for assistance because you suspect spinal cord damage.
- When administering first aid always gently handle the casualty making sure not to move the neck, back and spine.
- Quickly move the casualty to even ground to administer first aid.
- Immobilise the neck immediately with either a cervical collar if trained and available, or apply a make shift collar if medical help is delayed.

Chapter 20: EYE INJURY

The eyes are susceptible to infection and damage.

Please **Tick two (2) procedures** you **WOULD NOT** perform on eye injuries.

- Gently irrigate the eye with sterile water.
- Remove an embedded object from the eye.
- Cover both eyes.
- Rub the eyes.

Chapter 22: ELECTROCUTION

ASSESSMENT AND TREATMENT OF CASUALTY'S INJURED BY ELECTROCUTION OR LIGHTNING STRIKES

When treating a casualty who has been injured by electrocution, it is important to perform certain actions before administering first aid

Please Tick the Three (3) correct safety actions.

- Make sure the electricity is disconnected before approaching the casualty.
- If the source of electricity cannot be disconnected, move the casualty away from the source by using a broom or wooden stick.
- If the source of electricity cannot be disconnected physically push the casualty away from the source.
- Never attempt to rescue the casualty if you and or the casualty have wet clothing.
- If the casualty is held in place by electricity, hose the casualty down to prevent burns.

Chapter 23: POISONING

It is important in the treatment of acute poisoning to determine how the casualty was poisoned.

Tick the answers below if you believe they would reduce accidents around poisons.

- Place all poisons out of reach of children.
- Always leave poisons and chemicals in its original containers so they can be easily identified.
- Display the poison information phone number 131126.

After making your diagnosis on what was taken, in what quantities and collected any evidence, remember to read the label on what to do if poisoning occurs.

Please circle the correct answers.

- True / False The poison information center can be reached on 131126.
- True / False If the casualty is unconscious you leave them on his or her side.
- True / False Poisoning cannot occur without the casualty's knowledge.
- True / False If you are unsure you should call for an Ambulance

DRUG OVERDOSE

When treating a casualty with a suspected drug overdose, Tick three (3) actions you would take as part of your treatment of this casualty.

- Make the casualty give a blood sample to analyse the blood toxicity.
- Ask the casualty what they have taken, what amount and when they took it.
- Look for evidence of track marks and drug paraphernalia.
- Call for assistance and collect used syringes (fixes), suicide notes, and vomit to be transported with the casualty to the hospital.

Chapter 24: BITES AND STINGS.

FUNNEL WEB SPIDER/ SNAKES:

After assessing a casualty with a Funnel Web or snake bite, Tick four (4) procedures you would administer in the treatment of the injured casualty.

- Apply a pressure immobilisation bandage to the affected area.
- Bring medical assistant to the casualty.
- Walk the casualty around so the venom can be processed easier by the lymphatic system.
- Cut the bite area open and suck the poison out to prevent its effects on the body.
- Splint the entire bitten limb to prevent movement.
- After and during treatment, calm the casualty and closely monitor his or her vital signs.
- Apply an arterial tourniquet and release the pressure build up every 10 minutes.

RED BACK SPIDER BITES/ WHITE TAIL SPIDER:

After assessing a casualty with a Red Back Spider bite, Tick four (4) procedures you would administer in the treatment of the injured casualty.

- Apply cold packs to lessen the pain over the affected area.
- Walk the casualty around so the spiders' venom can be processed easier by the lymphatic system.
- During and after treatment, calm the casualty, and closely monitor his or her vital signs for signs of an allergic reaction.
- Cut the bite area open and suck the poison out to prevent any affects from occurring.
- Immediately wash the affected area around the bite with water.
- After administering first aid to the casualty, seek medical advice.

BEE STINGS:

Tick four (4) methods of treatment you would administer to a casualty who was stung by a bee.

- If the casualty is stung around the neck, apply ice packs as it might cause constriction of the airway especially if the casualty is allergic to bee stings.
- Apply firm pressure to the suspected bitten area immediately.
- Wash or wipe the affected area and apply cold packs over the bite area.
- If the casualty suffers from an allergic reaction to the sting, administer first aid, apply a pressure immobilisation bandage, and seek urgent medical assistance.
- Walk the casualty around so the bee's venom can be processed easier by the lymphatic system.
- To remove the sting, scrape it sideways to avoid more venom from being injected.

BLUE-RINGED OCTOPUS BITES AND CONE SHELL STINGS:

When assessing a casualty with a suspected bite from a blue-ringed octopus or cone shell, **Tick four (4) signs and symptoms** which could present themselves from such a bite.

- A casualty might not feel the bite of a blue-ringed octopus but a spot of blood will be visible.
- The casualty has a wheezing cough holding his or her hand to his or her throat.
- A casualty suffering a bite from a cone shell will normally feel a sharp sting and a spot of blood will be visible indicating the bitten area.
- The casualty is violently shaking and is disorientated with a bluish tinge to his or her extremities.
- The casualty has a sensation of numbness to the tongue and lips.
- The casualty is suffering from breathing difficulties.

The venom from the blue-ringed octopus and the cone shell, paralyse the breathing muscles.

Tick three (3) methods of treatment you would administer on a casualty who has been bitten by a blue-ringed octopus or stung by a cone shell.

- Apply a pressure immobilisation bandage to the affected area as soon as possible.
- Continually monitor the casualty's vital signs and seek urgent medical attention.
- Walk the casualty around so the venom can be processed easier by the lymphatic system.
- Cut the bite area open sucking the poison out to prevent it affecting the casualty.
- If the casualty's respiratory system fails because of complications, commence CPR

BLUE BOTTLE JELLY FISH (EASTERN AUSTRALIA):

Tick three (3) methods of treatment you would administer to a casualty who has been stung by a Blue bottle Jellyfish.

- Rub the affected area with sand to reduce swelling and pain.
- Treat other symptoms as they present
- Place the affected area in hot water or apply a cold pack to the area to help reduce the swelling and pain of the affected area.
- Walk the casualty around so the venom can be processed easier by the lymphatic system.
- Carefully remove the tentacles ensuring you do not receive a sting.

BOX JELLY FISH (SEA WASP):

The venom from the box jelly fish, paralyses the breathing and heart muscles and can cause respiratory and cardiac arrests.

When treating a casualty who has suffered a sting from a box jellyfish (sea wasp), Tick four (4) methods of treatment you would administer to the casualty.

- Monitor casualty's vital signs and be prepared to commence CPR if an arrest occurs.
- Rub the affected area to reduce swelling and pain.
- Apply an ice pack.
- Walk the casualty around so the venom can be processed easier by the lymphatic system.
- Do not rub the affected area, as it will inject more venom into the casualty's blood stream.
- Apply a large amount of vinegar to the area and then remove the tentacles.

Chapter 25: OVER EXPOSURE

HYPERTHERMIA (OVER EXPOSURE TO HEAT):

HEAT STROKE: (40 degree temperature or higher is a medical emergency)

Tick three (3) treatments you would administer to a casualty suffering the effects of Heat Stroke.

- Move the casualty into a cool place immediately.
- Sit the casualty down and remove outer clothing, and give frequent small sips of cool water.
- If the casualty is unconscious walk him or her around to prevent them becoming unconscious.
- Reduce the body temperature by sponging or place cool wet cloths over the casualty.
- Restrain the casualty and keep him or her as still as possible.

HEAT CRAMPS:

Tick four (4) methods of treatment would you administer to a casualty who is suffering the affects of heat cramps.

- Use cold packs or ice packs if available.
- Giving the casualty frequent small sips of cool water.
- Encourage the casualty to rest
- Immerse the casualty into hot water
- Gently stretch the casualty's affected muscle.
- Rub the muscles to get the circulation flowing into them.

HYPOTHERMIA: (OVER EXPOSURE TO THE COLD)

Tick four (4) treatments you would administer to a casualty suffering the effects of over exposure to the cold. (Hypothermia)

- Remove wet clothing from the casualty and gently pat dry.
- Immerse the casualty into hot water.
- Continually monitor the casualty's vital signs.
- Give the casualty alcohol such as rum, scotch, bourbon or whisky to warm him or her internally.
- Have a companion strip to his or her underwear and share a sleeping bag with the casualty.
- Continually rub the casualty's extremities and body to cause friction.
- Keep the casualty hydrated.

Circle the correct answer.

- True / False You can immerse a casualty's cold hand into hot water to reheat it.
- True / False Hypothermia is caused by the cold and extreme weather conditions.
- True / False The effects of hypothermia are quicker if the casualty is in wet clothing.

Chapter 26: MEDICAL CONDITIONS

STROKES OR CVA'S:

ASSESSMENT AND TREATMENT OF A CEREBRO VASCULAR ACCIDENT (CVA)

When assessing a casualty whom you suspect may have suffered a stroke, Tick four (4) signs and symptoms, which could indicate such a condition.

- The casualty is trembling with a bluish tinge to his extremities.
- The casualty is confused with paralysis to one side of his or her body.
- The casualty has difficulty in speaking and maybe drooling.
- The casualty is confused with loss of blood from a deep laceration to the head.
- The casualty has facial weakness and difficulty in swallowing.
- The casualty is short of breath and has severe pain in the chest region.
- The casualty may have unequal pupils.

Tick four (4) treatments you would administer to a suspected stroke casualty.

- Stand behind the casualty and administer four lateral chest thrusts then four back blows.
- Make sure the casualty is comfortable and raise the casualty's head and shoulders.
- Call for an ambulance as oxygen therapy is beneficial.
- Reassure the casualty and tell him or her to keep breathing while you call for assistance.
- If the casualty is unconscious roll them into the Lateral position with their affected side down, to allow saliva and other fluids to drain away.
- Get the casualty to take slower deeper breaths and encourage him or her to breathe through his or her nose.

- Maintain an open airway (trachea) and apply an ice pack to reduce swelling around the neck.
- During the assessment and treatment of the casualty be confident and reassuring and explain what is happening, as they will be frightened and confused.

Please **circle** the correct answer, A casualty suffering from a stroke can:

- True / False One side of the mouth may droop
- True / False The casualty's speech is normal
- True / False The casualty may not be able to raise both arms.

DIABETES MELLITUS:

The condition of diabetes is caused by the levels of insulin, which are either too high or too low.

Circle the correct answer

- True / False Giving a known diabetic too much sugar will harm the casualty
- True / False You can give a semi-conscious casualty something to drink?
- True / False The onset of hypoglycemia is slow?
- True / False Giving a hypoglycemic diabetic a sugar free drink is advisable
- True / False As a first aider you are permitted to administer the casualty's insulin

Seizures

Tick four (4) methods of treatment you would administer to a casualty suffering the effects of an epileptic fit (Tonic Clonic).

- If the casualty is unconscious walk him or her around to prevent them becoming unconscious.
- Placing padding under the casualty's head to make him or her as comfortable as possible until the seizure ends.
- Avoiding restraining the casualty when fitting. Make sure the surrounding area is cleared of obstacles to prevent further injury to the casualty.
- Restrain the casualty to keep him or her as still as possible and force something in their mouth to prevent him or her from biting off the tongue.
- When the seizure ends loosen the casualty's clothing and place him or her onto their side.
- Give the casualty food and drink to build up the strength they used in the seizure.
- If the casualty wants to sleep after the seizure let them. Monitor his or her vital signs, and watch for signs of another seizure.

FITS AND SEIZURES IN BABIES AND SMALL CHILDREN:

Tick the main reason why babies or small children may suffer fits or seizures.

- The baby or child has a temperature of 38 deg celsius or higher due to illness, ear, throat or chest infection, teething or after immunisation needles.
- Consuming too much foods and drinks containing sugar.

Tick three methods of treatment you would administer to a baby or small child suffering the effects of a fit or seizure.

- Remain calm, call for assistance and monitor baby/child's vital signs
- Ensure the baby's airway is clear and open.
- If the baby/child is unconscious wake them up.
- Restrain the casualty and keep him or her as still as possible and force something into their mouth to prevent them from biting off their tongue.
- Immediately immerse the baby/child into ice water.
- Remove the baby/child's clothing, and fan them in an attempt to lower their temperature making sure not to over cool the baby/child.