



# First Aid

HLTFA301B

## Participant Workbook

Name: \_\_\_\_\_

Venue: \_\_\_\_\_

The registered participant, whose name appears above, ***must*** complete this workbook before attending the First Aid training session. The completed workbook must be handed to the trainer before the course commences.



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## **Important – Please Read**

The Austrain Academy is dedicated to providing quality first aid training that is both up-to-date and comprehensive. Our trainers have many years of experience in both training and applying first aid in a variety of fields and situations. *It's this wealth of knowledge that will be passed on to you.*

There are two key components to obtaining a first aid certificate.

1. As the registered participant you are required to complete this workbook **prior** to attending the training session. A Reference Guide has been included which is to aid you in completing this workbook. The completed workbook must be handed to your trainer before the session commences. **You will be refused entry into the session if your workbook is not complete. There will be no refund. You will incur a re-scheduling fee if you wish to book into a future session.** Please ensure you bring your reference guide as well as your completed workbook to your first aid training session. **This is essential.**

2. You are required to attend a first aid training session which comprises both theory and practical components. An assessment will take place at the completion of this session.

Upon successful completion of both components outlined above you will be issued a Nationally Accredited First Aid Certificate which is valid for three (3) years.

We are certain that you will find this course informative and valuable and certainly not just *“another boring first aid course”*.

If you have any difficulties or questions with any of the above (including completion of the workbook) please contact the Academy on 1300 20 40 20.



## TOPIC 1 – GENERAL PRINCIPLES OF FIRST AID

1. State the contact number for the ambulance or other emergency service, using a:

(a) fixed line telephone \_\_\_\_\_

(b) digital mobile phone \_\_\_\_\_

2. The important information you should pass on to the ambulance service when calling for help in an emergency includes:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. When approaching any emergency scene, the first thing you should check for is:

\_\_\_\_\_

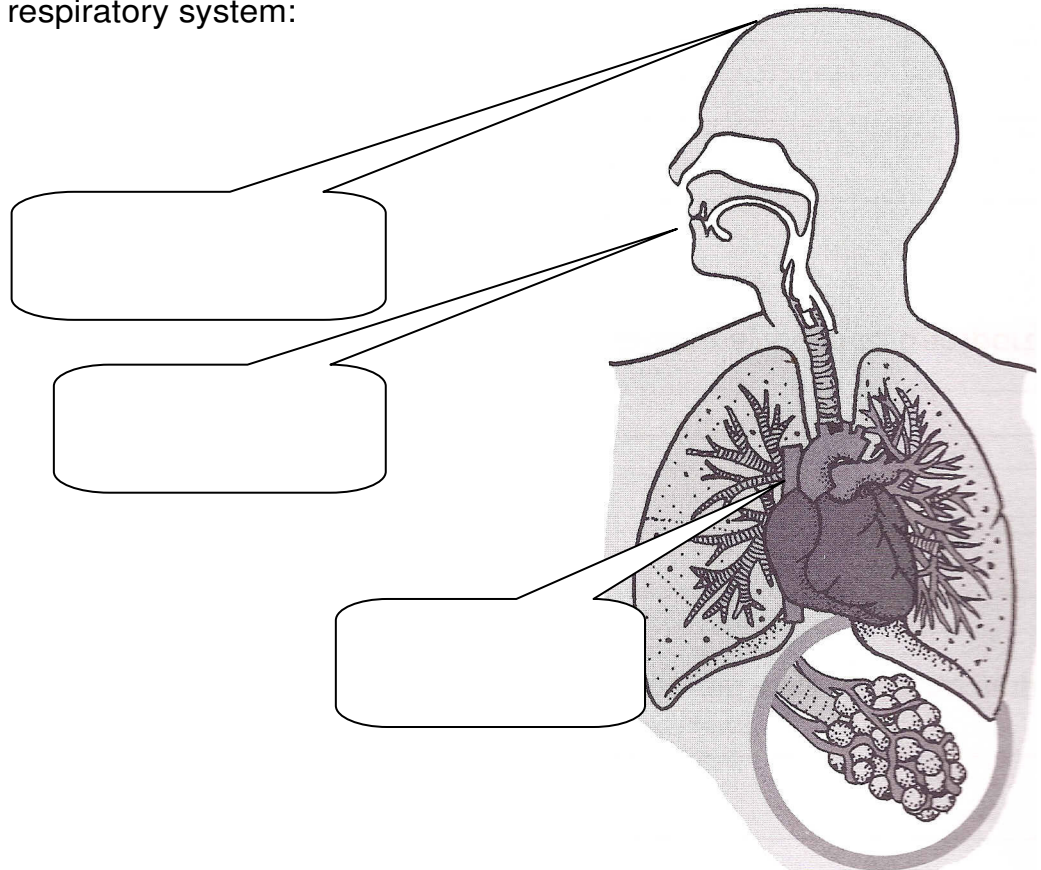
4. Having given first aid to the best of your ability and in accordance with the information set out in your first aid handbook, you would not expect to be sued because:

\_\_\_\_\_  
\_\_\_\_\_

## TOPIC 2 - SYSTEMS OF THE HUMAN BODY

### The Respiratory System

1. On the drawing, show and name these three (3) parts of the respiratory system:



2. In simple terms, describe how air moves from the atmosphere to the lungs:

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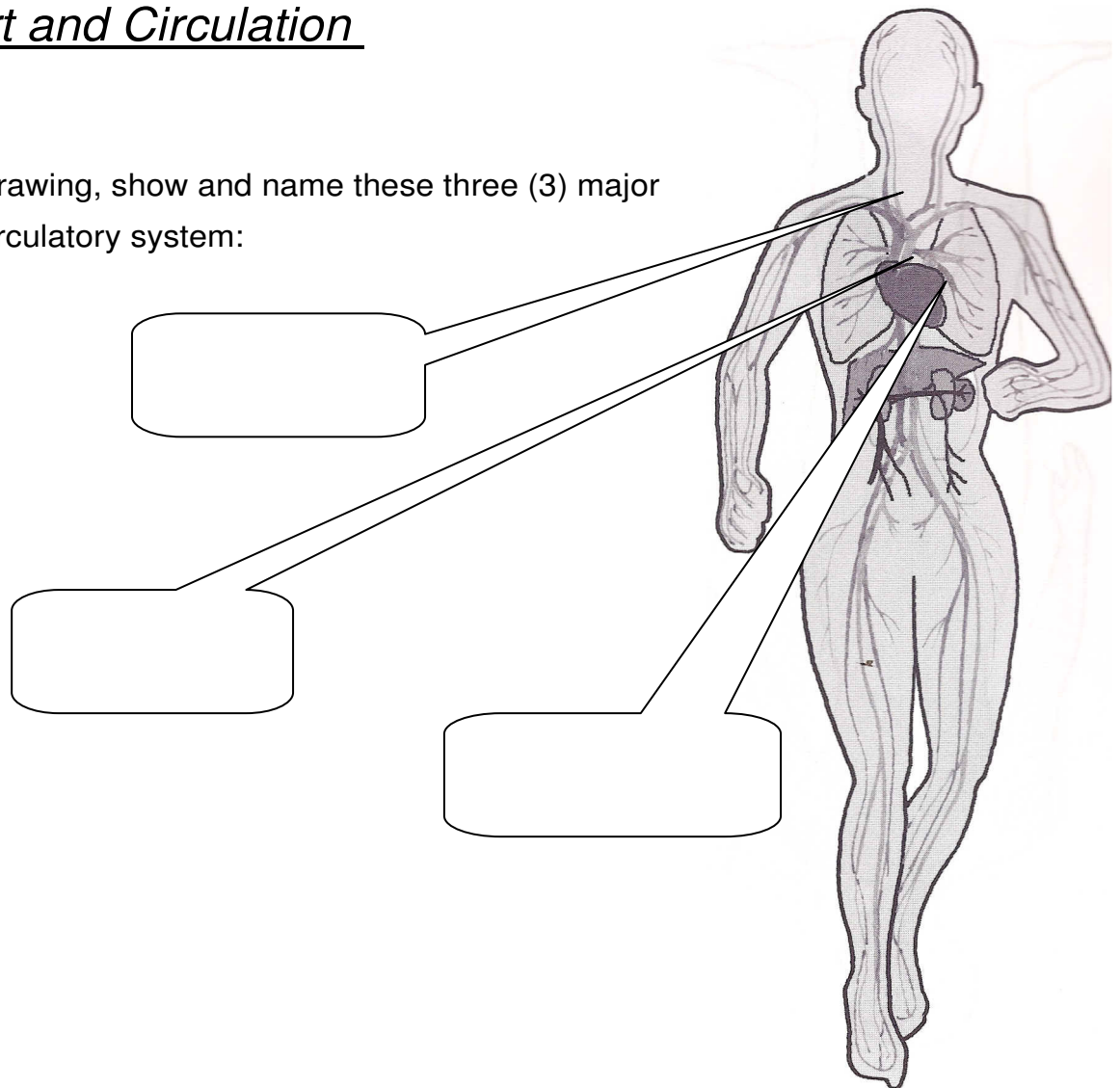
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3. What is the windpipe otherwise known as:

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## The Heart and Circulation

1. On the drawing, show and name these three (3) major parts of the circulatory system:



2. Name the blood vessels which carry oxygenated blood from the heart around the body:

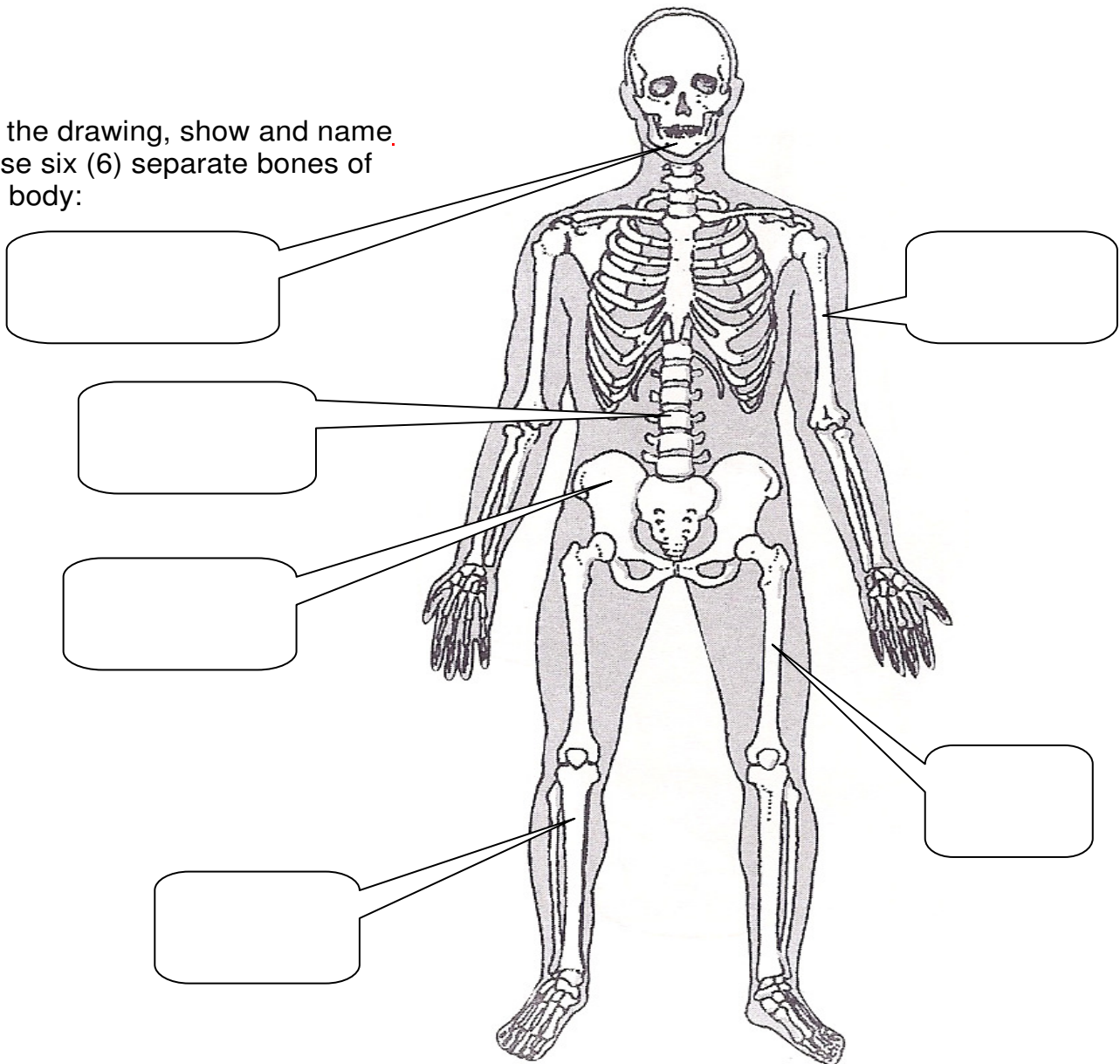
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3. Name the blood vessels which circulate blood that is low in oxygen:

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## The Skeleton

1. On the drawing, show and name these six (6) separate bones of the body:



2. Name the three soft tissue structures which provide flexibility and movement at joints:

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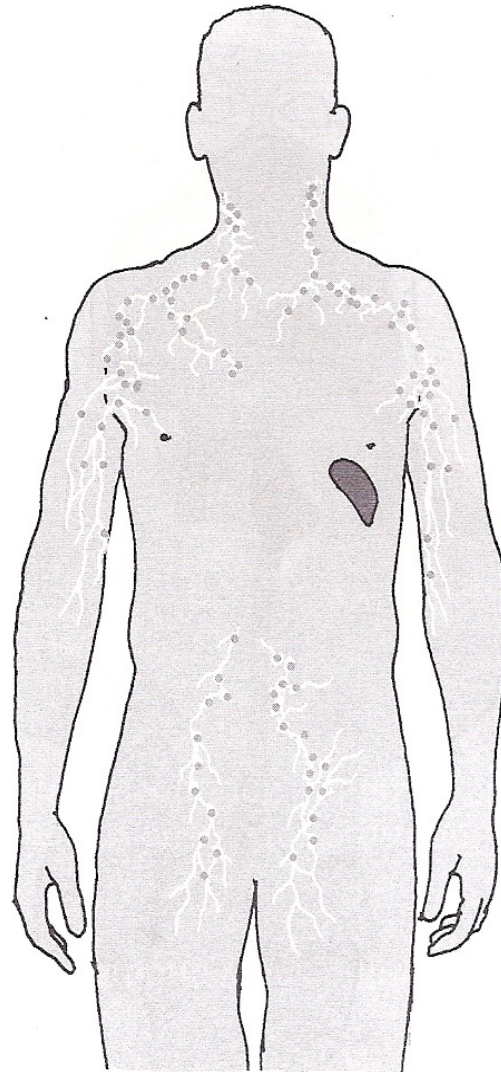
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3. State the approximate number of bones that make up the human skeleton:

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## The Lymphatic System

1. On the drawing, circle and name three (3) areas where lymph nodes are found:



2. State the name of the fluid which circulates through the lymphatic system:

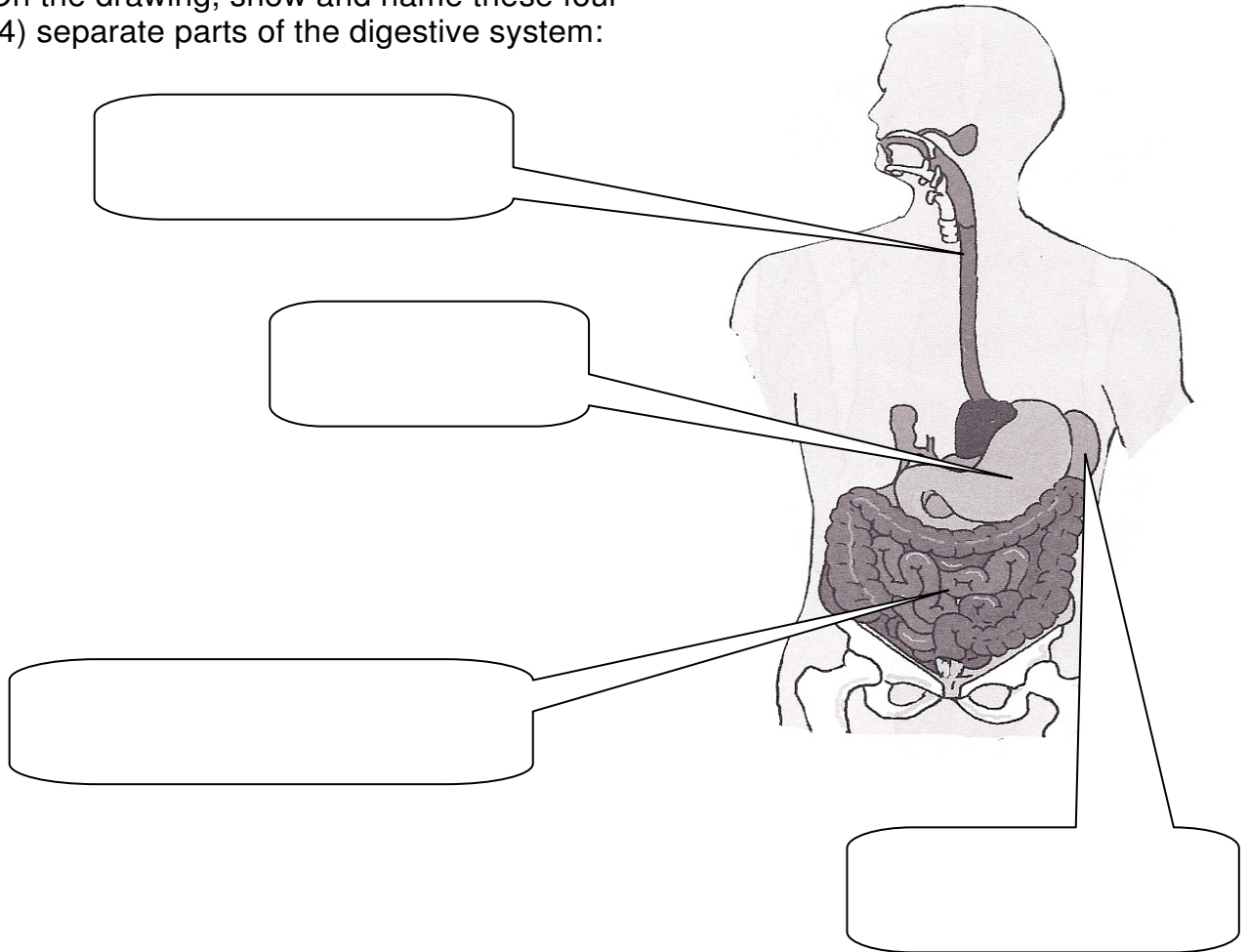
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3. Outline two major functions of the lymphatic system:

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## The Digestive System

1. On the drawing, show and name these four (4) separate parts of the digestive system:



2. Outline the way in which food passes from the mouth to the rectum:

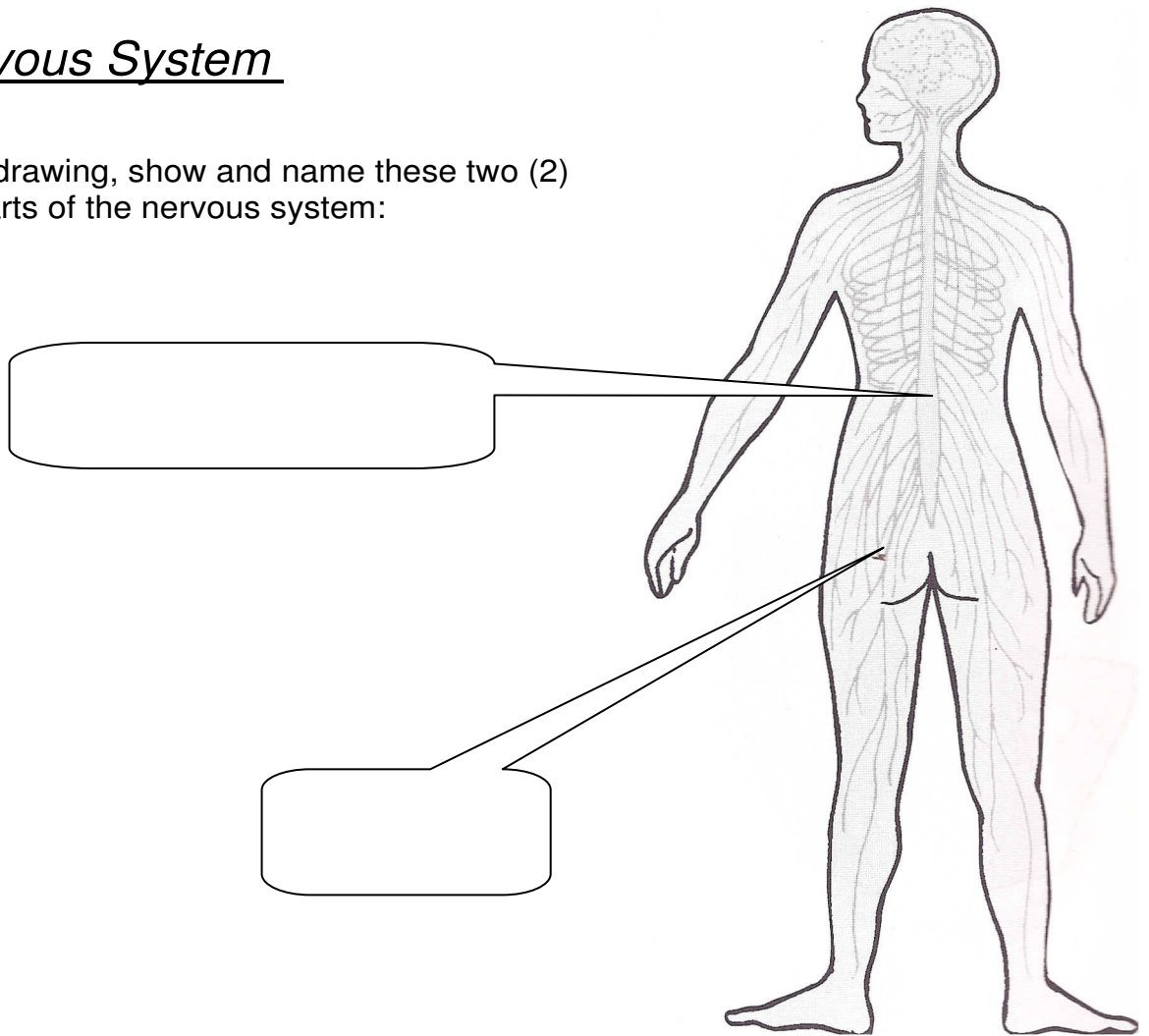
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## The Nervous System

1. On the drawing, show and name these two (2) main parts of the nervous system:



3. Describe the main functions of the spinal cord:

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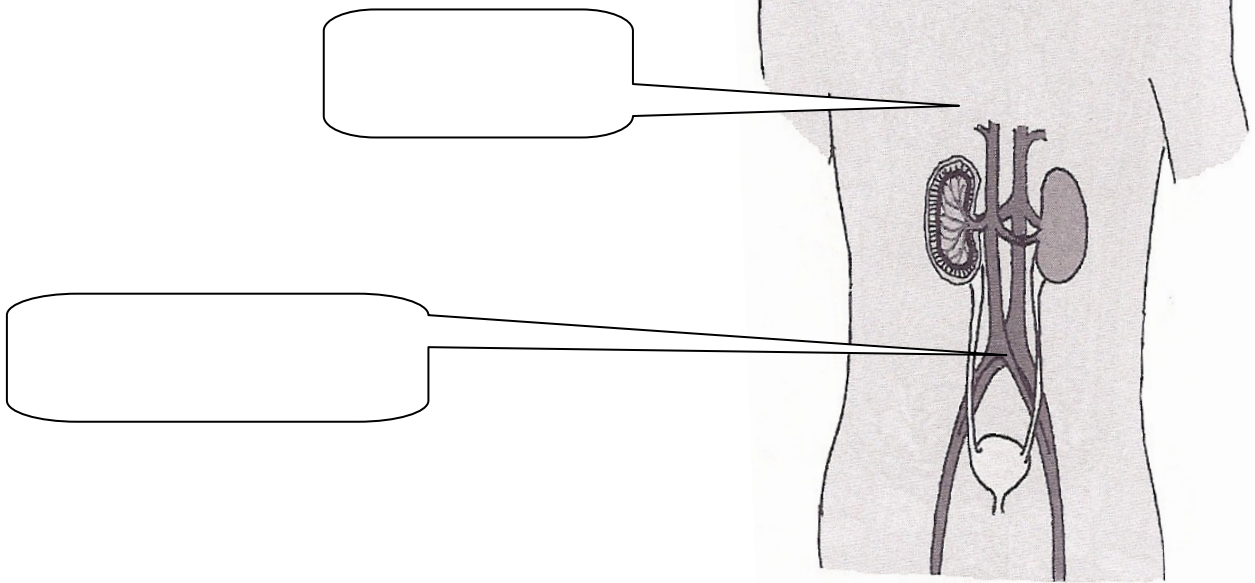
4. Name two types of nerves found in the spinal cord:

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## The Urinary System

1. On the drawing, show and name these two (2) major structures of the urinary system:



2. Describe the major function of the kidneys:

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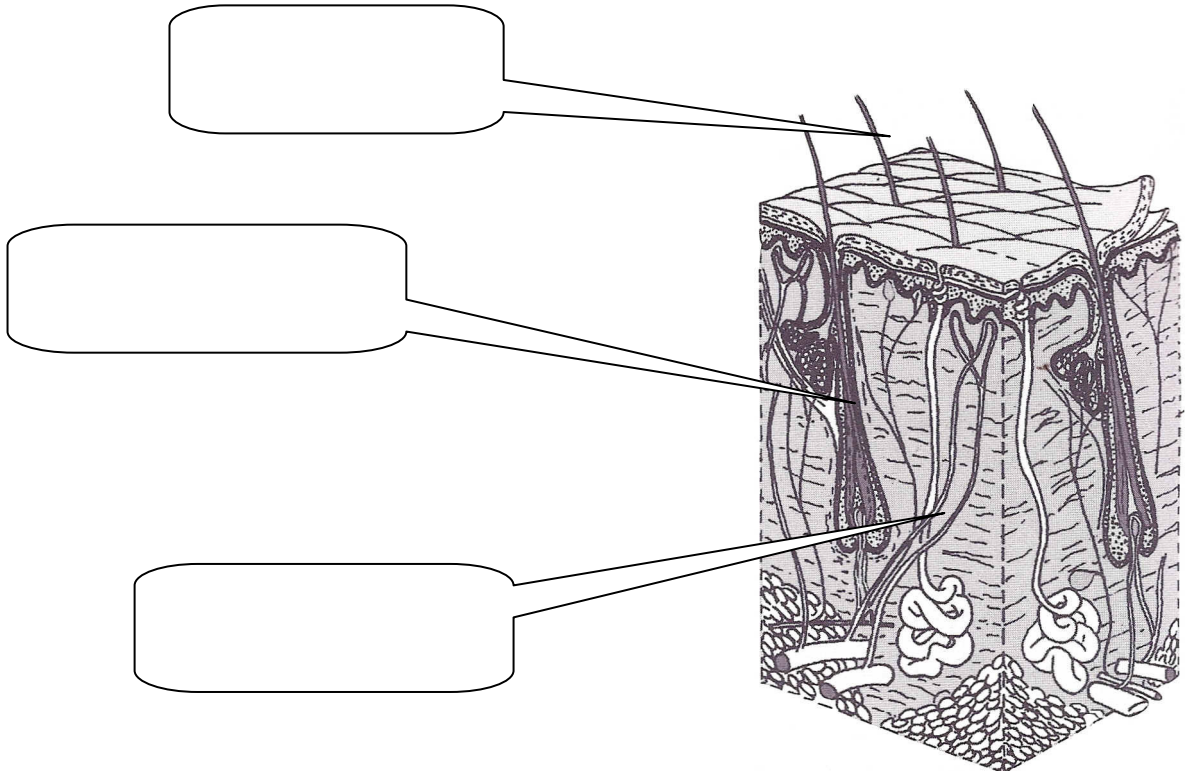
3. State the major function of the bladder:

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## The Skin

1. On the drawing, show and name three (3) different structures within in the skin:



2. Describe two (2) different functions of the skin:

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## TOPIC 3 - ASSESSING THE VICTIM

1. If the victim of an emergency has collapsed, some hazards you may observe in the area could include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. If the sick or injured person does not respond and is unconscious, you would then:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. If the sick or injured person is fully conscious and alert, you would then assess:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. Describe some symptoms which may help direct your actions when making a first aid assessment of a conscious victim:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## TOPIC 4 - RESCUE BREATHING

1. You would check whether a collapsed person is breathing normally by:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. When giving rescue breathing, describe the appropriate head tilt for:

- a. An adult \_\_\_\_\_
- b. A child \_\_\_\_\_
- c. A baby \_\_\_\_\_

3. For rescue breathing, describe the type of breaths you would give to:

- a. An adult \_\_\_\_\_
- b. A child \_\_\_\_\_
- c. A baby \_\_\_\_\_

4. If available, you could protect yourself and your victim from any risks of cross infection by using a:

\_\_\_\_\_

5. After giving two breaths of rescue breathing, you should check:

\_\_\_\_\_

## TOPIC 5 – CARDIOPULMONARY RESUSCITATION (CPR)

1. When checking for signs of life you would look for:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Describe how pressure is applied when performing CPR and the depth of compression required on:

AGE	How pressure is applied	Compression depth
An Adult		
A Child		
A Baby		

3. State the approximate rate of chest compressions to breaths:

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## TOPIC 6 – BLEEDING



1. Describe the general first aid management for control of external bleeding on a limb:

- \_\_\_\_\_
- \_\_\_\_\_

2. List the symptoms and signs likely to occur with major loss of blood from the circulation:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. If there is a wound with an embedded object, you should:

\_\_\_\_\_

## TOPIC 7 – GENERAL FIRST AID

1. Explain the danger of leaving an unconscious but breathing person lying on their back:

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2. An unconscious but breathing victim should be placed:

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3. a. List four symptoms and signs suggesting that a person has suffered a stroke:

- ---
- ---
- ---
- ---

- b. A stroke may be caused by either:

- ---
- ---

4. a. A seizure may occur in a person with a medical condition known as:

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- b. Appropriate first aid treatment for an adult seizure includes:

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4. Shock:

a. Can be recognised by \_\_\_\_\_

b. Should be managed by \_\_\_\_\_

6. State the symptoms and signs of a skull fracture:

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7. The victim of a suspected concussion should be managed by:

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8. Describe the difference between:

Angina \_\_\_\_\_

Heart Attack \_\_\_\_\_

## TOPIC 8 - BREATHING EMERGENCIES

1. There are several factors that can cause a severe asthma attack, including:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. The emergency first aid treatment for a severe asthma attack includes:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. In a choking emergency, if a victim is coughing effectively, you should:

\_\_\_\_\_

4. If a choking person is unable to breathe, speak, cry or cough effectively, you should:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TOPIC 9 - EXPOSURE TO EXTREMES OF HEAT

1. List four ways in which a person can receive a burn injury:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



2. List the first aid treatment required for a burn:

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3. Name an illness associated with exposure to hot conditions and list some of the symptoms:

Condition - \_\_\_\_\_

Symptoms - \_\_\_\_\_

## TOPIC 10 - EXPOSURE TO EXTREMES OF COLD

1. The condition caused by exposure to cold conditions is:

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2. Some of the symptoms and signs of hypothermia include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. Outline the first aid treatment for hypothermia:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## TOPIC 11 – POISONS

1. In what ways can poisons enter the body:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



2. State the number for the Poisons Information Centre: \_\_\_\_\_

3. When calling for medical aid for a poison victim, the following information should be given:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TOPIC 12 -BITES AND STINGS

1. Outline the first aid treatment for a venomous snake bite:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Outline the first aid treatment for envenomation by a:

Funnel Web Spider:

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Box Jellyfish:

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2. The signs that might indicate a person is having a severe allergic reaction include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. In the case of a severe allergic anaphylactic reaction, the immediate first aid includes:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TOPIC 13 - FRACTURES

1. The term fracture means \_\_\_\_\_

2. List some symptoms and signs that may indicate a fracture:

⇒	⇒
⇒	⇒
⇒	⇒

3. General first aid for a fracture includes:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

