



HLTAID003

Provide First Aid

Pre Course Workbook

Welcome

, we're thrilled that you have chosen to sign up for a First Aid training course with Catch Training. You might have just taken first step to saving someone's life.

To help you prepare for, and pass the course successfully it is a requirement to complete this Pre Course Workbook prior to attending your course.

How to complete this Pre Course booklet:

- Allow 3 hours of your time to complete this Pre Course Workbook.
- Print off a hard copy of this Pre Course Workbook. If you do not have access to a printer please email catch@catch.nsw.edu.au or call 02 08007 3427 and we will post you a hard copy, free of charge.
- Fill out your details on page 3 of this booklet.
- View the HLTAID003 Provide First Aid Learner Guide on the Catch Training website. There is no need to print off the Learner Guide, you can simply read through it on our website. However please feel free to download or print your own copy should you wish to.
- This booklet is divided into topics. Read the relevant pages for each topic in the Learner Guide before attempting to answer the question in the Pre Course booklet.
- Answer all 49 questions in the book by circling what you believe to be the best answer to each question.
- Bring your complete Pre Work booklet to your course and hand it to your trainer.

If any stage you get stuck and would like to speak to someone please call **02 8007 3427**.

Catch you soon!

Chris Young

CEO – Catch Training

Your Details

Full Name: _____

Course Date: _____

Course Location: _____

Email Address: _____

Phone Number: _____

1.3 Legal, Workplace and Community Factors

Please read pages 5 – 11 of Learner Guide then answer the following questions.

1. **Prior to giving any assistance to a conscious casualty, the first aider must obtain the casualty's:**
 - a. Name and Address
 - b. Consent
 - c. Telephone number
 - d. Age and date of birth

2. **What is your duty of care requirement after commencing first aid with a casualty**
 - a. Stay with the person until they are delivered to hospital
 - b. Stay with the person until relieved by another first aid provider
 - c. No duty of care
 - d. To do your best in the time you have available

3. **When approaching a casualty, the first aider should be considerate, sensitive and respectful of the casualty's:**
 - a. Age
 - b. Gender
 - c. Cultural background
 - d. All of the above

4. **Should you attempt medical procedures that you have no training in:**
 - a. No
 - b. Only if I have seen it done before
 - c. Yes if it will save the person's life
 - d. None of the above

5. **Are you obliged to respect the privacy of the casualty and not discuss their situation with others:**
 - a. Only if they requested me to do so
 - b. No, I am not a Doctor and have no obligation to respect their privacy
 - c. Yes
 - d. None of the above

Topics 1.4 to 1.8

Please read pages 12 – 26 of Learner Guide and answer the following questions.

- 6. To minimise the risk of cross infection, the first aider should:**
 - a. Put gloves on the casualty
 - b. Use a barrier (for example wear gloves or a mask)
 - c. Spray the wound with water
 - d. All of the above

- 7. When there is more than one casualty, which victim takes priority?**
 - a. The casualty yelling for help
 - b. The casualty with a suspected fracture
 - c. The casualty with the worst injuries
 - d. The unconscious breathing casualty

- 8. While aiding a casualty, a bystander arrives. What will be the first thing you would ask them to do?**
 - a. Take a photo for Facebook
 - b. Call 000
 - c. Give you their phone number
 - d. Help by watching the casualty's face

2.2 DRS ABCD Action Plan

Please read pages 38 – 47 of Learner Guide and answer the following questions.

9. **The letters DRSABCD stands for:**
 - a. Danger Repeat Airways Be Careful Defibrillation
 - b. Do Ring Ambulance But Carefully Decide
 - c. Dangers, Responsive, Send For Help, Airway, Breathing, CPR, Defibrillator
 - d. Dangers Responsive Airway Breathing Circulation Defibrillator

10. **According to the ARC Guidelines, when performing CPR for an adult, what is the correct ratio of compressions to breaths?**
 - a. 2:15
 - b. 15:2
 - c. 30:2
 - d. 1:5

11. **When performing CPR for an adult, the depth of each compression should be:**
 - a. As deep as you can go
 - b. 1/3 the depth of the chest
 - c. Not too deep or you might crack the ribs
 - d. 1/2 the depth of the chest

12. **When performing CPR, you noticed there is no rise and fall in the casualty's chest, you should check:**
 - a. If there is adequate head tilt
 - b. That their tongue is not blocking their throat
 - c. That air is not leaking from the victim's nose
 - d. All of the above

13. **The three things you should look for when looking for a Response:**
 - a. Ask their name, check their pulse, check their eyes
 - b. Look, Listen, Feel
 - c. Squeeze their shoulders, Shout the name, Check their pulse
 - d. Look, Wait, Ask

14. **Once you commence CPR, you should only stop when:**
 - a. You are fatigued
 - b. Return of signs of life
 - c. Emergency response personnel arrive and take over
 - d. All of the above

15. **General instructions for using an AED involve:**
 - a. Push the button to open lid / turn on
 - b. Pull the handle to access electrode pads and attach to patients chest
 - c. Press the flashing button if told to do so
 - d. All of the above

2.3 Chest Pains

Please read pages 50 – 54 of Learner Guide and answer the following questions.

- 16. If the casualty is complaining of chest pains, you should:**
- Lay them on their back and start CPR
 - Lay them on their back and elevate their feet
 - Roll them onto their side and monitor their ABC
 - Rest the patient in a comfortable position and give reassurance
- 17. In a drowning situation, my immediate actions after the person is out of the water is to:**
- Check the airway and breathing and commence CPR straight away
 - Run to get help as the person needs to get to hospital
 - Follow DRSABCD
 - None of the above

2.4 Skeletal Injuries

Please read pages 55 – 59 of Learner Guide and answer the following questions.

- 18. When managing a conscious casualty with a suspected spinal injury you must:**
- Minimise any movement of their head, neck and spine
 - Turn them on their side to ensure adequate airways
 - Try to wake them
 - All of the above
- 19. To manage a fracture, you would:**
- Immobilise the fracture
 - Elevate the fracture
 - Apply direct pressure and elevate
 - Run under cold water for 20 mins
- 20. In a dislocated shoulder, should I:**
- Attempt to put the shoulder back into position
 - Support and immobilise the injury
 - Do not touch it as you may make it worse
 - Remove excess clothing

2.5 Altered Consciousness

Please read pages 60 – 69 of Learner Guide and answer the following questions.

- 21. A person regaining consciousness following a head injury may experience:**
- Vomiting
 - Blurred vision
 - Dizziness
 - All of the above
- 22. A person at your workplace starts to shake and convulse before collapsing on the floor, you immediately would:**
- Call 000
 - Clear the surrounding area so they do not hurt themselves
 - Place an object into their mouth so they don't swallow their tongue
 - Commence CPR
- 23. A workmate who is known to suffer from diabetes is seen to be confused, disorientated and covered in sweat, you would:**
- Offer them a sugary drink then monitor them
 - Retrieve and administer their medication
 - Check if they have an asthma puffer
 - Call 000
- 24. What are signs and symptoms of stroke?**
- Chest pains and ache down the left arm
 - Facial droop, unable to lift arm/s, difficulty in speaking, headache
 - Abdominal distension and bloating
 - Vomiting and diarrhoea
- 25. A 3 year old appears to be convulsing, is hot and has multiple layers of clothing. The best course of action would be.**
- Place the child in a bath of ice
 - Remove excess clothing and fan the child to cool down
 - Put more clothing on the child to warm them up
 - Do nothing
- 26. If a diabetic is suffering from hypoglycaemia and is unconscious. You should**
- Squirt soft drink into their mouth
 - Call 000 for an ambulance and place in recovery position
 - Push a sandwich into their mouth
 - Place a spoonful of sugar into their mouth

2.6 Respiratory Distress/Conditions

Please read pages 70 – 74 of Learner Guide and answer the following questions.

- 27. A workmate is choking on a hot chip they are having for lunch, you would:**
- Try the Heimlich manoeuvre
 - Encourage them to cough
 - Bend them over and give 5 back blows
 - None of the above
- 28. You stop to assist a person who, while exercising started to cough, wheeze and their skin on their face is going bluish. They tell you they are asthmatic, you would:**
- Follow their Asthma Management plan and call 000
 - Lay them on their back and elevate their legs
 - Sit them in an upright position and assist with medication if available
 - Answer A & C
- 29. What drug does an EpiPen contain?**
- Antibiotics
 - Paracetamol
 - Adrenaline
 - Aspirin

2.7 Bleeding, Wounds and Injuries

Please read pages 75 – 86 of Learner Guide and answer the following questions.

- 30. To control external bleeding on the arm, you should:**
- Run wound under warm water
 - Have casualty lay in the recovery position
 - Apply pressure and elevate arm
 - Lay them on their back and elevate their legs
- 31. A staff member comes to you with a long metal piece from one of the machines embedded in their forearm, you:**
- Remove the piece
 - Bandage around the piece and treat them for shock
 - Hold the piece in place by covering it
 - Call the technician to repair the machine

- 32. First aid management of a blood exiting the ear is:**
- Cover the ear and lay them on their side with the bleeding ear turned down
 - Cover the ear and lay them on their side with the bleeding ear turned up
 - Administer ear drops
 - Apply an ice pack
- 33. If there is a major foreign object in the eye of the casualty, you should:**
- Place a cup over the entire eye
 - Rub the eye to remove it
 - Ask the casualty to shake it out
 - Try to remove the object
- 34. For soft tissue treatment, what does RICE stand for?**
- Rest, Internal, Circulation, Environment
 - Rest, Ice, Compression, Elevate
 - Rest, Injuries, Consent, Experienced
 - Rest, Injection, Careful, Emergency
- 35. What should you do with an open abdominal injury**
- Try to push the organs back in
 - Remove all foreign objects
 - Start CPR
 - None of the above
- 36. If a casualty is vomiting blood, this most likely caused by.**
- A head Injury
 - An Asthma Attack
 - An abdominal Injury
 - Heatstroke
- 37. If presented with a casualty that has been crushed by a heavy object what is the best thing to do:**
- Just treat the injuries that you can access and reassure the person
 - Do nothing
 - Get some help and try and lift the object of the person immediately
 - Seek assistance from 000 immediately and report the situation
- 38. If a person come to you reporting that they have just received a Needle Stick injury, what would you tell them:**
- Sit down in the cool shade
 - Put a Band-Aid on it
 - Flush/Wash the injury site with soap and running water
 - Wear leather gloves next time

2.8 Burns & Environmental Impact

Please read pages 89 – 95 of Learner Guide and answer the following questions.

- 39. Which of the follow should you NOT do when treating burns**
- Place adhesive dressing on the wound e.g. blankets
 - Place wound under cool running water
 - Cover with Glad wrap
 - None of the above
- 40. How would you manage a conscious person suffering from mild hypothermia?**
- Give them warm fluids
 - Put them in the recovery position
 - Wrap their hand and feet so they stay warm
 - Tell them to keep moving
- 41. Your neighbour collapses while mowing the lawn in the sun. Their face is red and swollen, they have cramps, and is complaining of a headache, you would:**
- Remove them to a shaded area, lay them flat, loose clothing, and offer sips of clear fluid
 - Offer them a beer for their hard work
 - Sit them up right and offer them some food
 - Place them into a recovery position and monitor ABC
- 42. It is a very hot day and you find a runner on the side of the road confused, hot to touch and not sweating. The correct course of action would be.**
- Call 000 for an ambulance and rest in shade
 - Don't move them and have them lie on the road
 - Give them a sip of alcohol from your hip flask
 - Put a blanket around them because they are in shock

2.9 Envenomation & Poisons

Please read pages 96 – 107 of Learner Guide and answer the following questions.

- 43. To manage a snake bite you would:**
- Apply pressure and to area
 - Suck poison from the bite
 - Apply a pressure immobilisation bandage over the entire limb, beginning at the limb's extremity
 - Douse with vinegar

- 44. How would you manage a Box Jellyfish sting?**
- a. Apply pressure immobilisation technique
 - b. Apply an ice pack
 - c. Use and EpiPen
 - d. Douse with vinegar and remove tentacles
- 45. An ice pack would be used for:**
- a. Bee and wasp stings
 - b. Redback spider bites
 - c. Ants
 - d. All of the above
- 46. Alcohol abuse and overdose of recreational medications can result in.**
- a. Unconsciousness
 - b. Nausea and vomiting
 - c. Cardiac arrest and death
 - d. All of the above

3.2 Finalise First Aid Treatment & 3.3 Evaluate your Performance

Please read pages 110 – 114 of Learner Guide and answer the following questions.

- 47. After an incident, you should seek feedback from which of the following sources?**
- a. Managers
 - b. Paramedic
 - c. OH&S or health workers
 - d. All of the above
- 48. What information should you include in your report of an incident or give to the paramedic?**
- a. Incident history, first aid treatment, casualty details
 - b. Incident history, pet's name, where they go shopping
 - c. Goals in life, time of incident, holiday suggestions
 - d. All of the above
- 49. First aiders may experience which of the following after administering aid?**
- a. Emotional stress
 - b. Psychological stress
 - c. Fatigue and lack of sleep experienced
 - d. All of the above