

# OCCUPATIONAL FIRST AID

## FIRST AID COURSE

WorkSafe recommended First Aid qualification.

FIRST AID FOR LIFE



St John

### COURSE DESCRIPTION

This accredited course is designed to equip you the knowledge and skills which will enable you to manage a First Aid Room, sustain life, and minimise the consequences until professional help arrives. You will acquire competencies in HLTCPR Perform CPR, HLTA402B Apply Advanced First Aid, and HLTA403A Manage First Aid in the Workplace.

The minimum prerequisite for this course is a current HLTA301B Apply First Aid formerly known as Level 2 Senior First Aid. When you are deemed competent you will gain a Statement of Attainment.

Annual refresher in HLTA404A Advance Resuscitation Techniques is recommended.

### COURSE CONTENT

- Legal and infection control aspects of providing First Aid
- Management of unconscious non breathing casualty
- Use of an AED including maintenance
- Oxygen therapy including equipment maintenance
- In depth management of:
  - An incident with emphasis on communication, leadership and documentation
  - Injuries from head to toe and medical conditions
  - Multiple casualties.
- Medication. In line with State/Territory regulations, legislations and policies
- Workplace First Aid including:
  - Legislations, regulations and code of compliance
  - The role of an Occupational First Aider
  - First Aid room set up and management
  - Planning, managing and reviewing response to a major workplace incident.

### DURATION

3 Days. St John recommends that you familiarise yourself with the Terms and Conditions stated on the back of this flyer.

### TRAINING MATERIALS

Participant resource pack

### UP SKILL WITH AUSTRALIA'S LEADING FIRST AID PROVIDER

As the leader in First Aid services nationally, St John Ambulance Australia sets the standard in the provision of First Aid Training and Kits. With over 120 years of practical experience treating over 13,000 casualties annually, we train over 60,000 people in life-saving First Aid skills every year.



NATIONALLY RECOGNISED  
TRAINING



Book now! Call **St John** on **1300 360 455**

[www.stjohnvic.com.au](http://www.stjohnvic.com.au)

# Terms and Conditions

FIRST AID FOR LIFE



## Privacy Policy

St John Ambulance Australia (VIC) Inc (St John) complies with the Privacy Act 1988 (Cth) which protects the privacy of individuals by regulating the collection, use and disclosure of personal information. If you have any concerns about the information that St John retains in relation to you, please contact the Customer Service Centre on 1300 360 455.

## Bookings

Course fees must be paid in full 7 days prior to the commencement of the booked course. In the event that the relevant course has not been scheduled at the time of booking, you may be placed on a course waiting list for up to 6 months.

## Cancellations

In order to receive a full refund of course fees, cancellations must be received at least 7 days prior to the commencement of the booked course. If you cancel your booking within 7 days of the commencement of the booked course you will not be entitled to any refund of the course fees. St John reserves the right to cancel a course. If this occurs, you will be notified prior to the commencement of the course and given the opportunity to reschedule or to obtain a full refund of any fees paid.

## Transfers

If you make a request to transfer to a different commencement date at least 7 days prior to the commencement of the booked course, the transfer will be free of charge. However, any subsequent transfers will incur a fee of \$20.00. Once you have commenced a course, a transfer to another equivalent course is only permitted in limited circumstances. All transfers are subject to management discretion and course availability.

## Absenteeism

If you are unable to attend a booked course for medical reasons, you are required to forward a medical certificate to:

St John Ambulance Australia (VIC) Inc  
Customer Service Centre  
PO Box 573  
Mt Waverley VIC 3149

The medical certificate must be received by St John within two weeks of the course commencement date. If these conditions are met, you will be eligible to be transferred to another commencement date at no cost to you. If you do not attend your paid course, you must re-book within 6 months of the original course date or you will forfeit the course fee. Any re-booking in these circumstances will also incur an additional \$20 fee.

## Late Arrivals

Participants are encouraged to arrive 15 minutes prior to commencement time. Participants who arrive after the course commencement time will not be admitted into the course.

## Training

The training offered by St John provides skills and knowledge in first aid management but does NOT constitute a medical qualification. St John accepts no responsibility for the subsequent actions of participants.

Training of this nature involves moderate physical activity, including kneeling and bending. St John does not accept any responsibility for any harm suffered by you as a result of your participation in the sessions. If you have any special needs (including those in relation to language, literacy or numeracy), a relevant disability or condition, or any other concerns, you should raise these at the time of booking. St John reserves the right to end your involvement in a course if you fail to follow the directions, policies or procedures communicated to you by the trainer.

For you to gain your accreditation, you must fulfil both of the following criteria:

1. You must attend all sessions and complete all assessments to a standard deemed to be competent by your trainer. The assessment is based on interactive involvement in all aspects of the course.
2. You are required to complete a questionnaire for which you must achieve at least 80% accuracy.

If you fail to attend all sessions you will automatically be deemed ineligible to achieve your accreditation.

## Recognition of Prior Learning

St John recognises accredited First Aid training by other Registered Training Organisations. Applications for recognition of prior learning should be made to the Training Development Manager for processing 14 days prior to the commencement of the booked course.

## Grievance Process

You have the right to challenge any decision made during the training which affects you (including in relation to assessment). The grievance process is as follows:

1. You should discuss your grievance with the trainer of your course.
2. If this action fails to resolve the grievance or if you are not comfortable approaching your trainer, you should put your grievance in writing and send it to the Training Manager within 10 working days of completion of the booked course.
3. If a satisfactory resolution is still not reached then you may send a written grievance to the CEO of St John.