

# First Aid as a Life Skill

Training Requirements for Quality Provision of Unit Standard-based and Revalidation First Aid  
Training and Assessment

Version 3

## **Contents**

Introduction

### **Section One: First Aid Framework**

Safety

Severity of condition

Airway management for an unconscious person

CPR - Cardiopulmonary resuscitation

Bleeding control

Common medical emergencies may include but not limited to:

Common injuries may include but not limited to:

Managing first aid in an emergency situation

### **Section Two: First Aid Training Requirements**

Application Date

Provision of First Aid Training and Assessment

Trainer Provider Organisations

Assessment and Moderation

Trainer Eligibility

Training and Qualification Requirements for a First Aid Trainer

Unit Standard-based First aid Training and Assessment

First Aid Certificates

First Aid Revalidation Training

Unit Standard 6400 training

### **Section Three: First Aid Training Guidelines**

### **Section four: Compliance documents**

### **Section five: Further information**

## Introduction

This document has been developed to outline requirements for training providers, learners, and employers for first aid training based (as discussed in *the original Life Skill document*) on current Toitū te Waiora (TTW) unit standards.

These training requirements apply to all providers of TTW unit standards-based and revalidation course first aid training and assessment.

The concept of 'First Aid as a Life Skill' refers to the fact that it is a skill that enables individuals to manage the demands and challenges of life effectively. To effectively grow First Aid as a Life Skill in New Zealand, it is paramount that the minimum knowledge and skills required are consistent across all providers and kept as simple as possible.

First Aid as a Life Skill exists as a 'living document', designed with the intention to link various relevant documents and provide users with a single source of reference. The document is reviewed six monthly and amended in line with any requirement changes or updates.

Toitū Te Waiora became the standard-setting body (October 5, 2021) and works in conjunction with:

- NZQA
- The Association of Emergency Care Training Providers (AECTP) recognised as the peak body for the First Aid training industry
- Other industry stakeholders

The document has five sections.

### Application Date

These training requirements apply to all providers of TTW unit standards-based first aid training, Revalidation Courses and assessment from {insert date}.

### Section One: First Aid Framework

Outlines New Zealand's First Aid framework and intends to represent a minimum level of first aid knowledge that AECTP and TTW would like all New Zealanders to possess.

The framework outline is adapted from the clinical framework for first aid in New Zealand developed for the New Zealand Qualifications Authority (NZQA) in 2005 by a panel of medical practitioners, researchers, first aid practitioners and Industry Training Organisations.

### Section Two: First Aid Training Requirements

Outlines NZQA requirements for providing unit standard-based first aid training and assessment.

### Section Three: First Aid Training Guidelines

This section ensures that the delivery of first aid training in New Zealand is consistent. It contains the guidelines expected to be used by registered and accredited first aid providers.

## **Section Four: Compliance Documentation**

The latest updates of all first aid-related documents needed to deliver unit-standard-based first aid training and assessment and the requirements for providing revalidation courses.

## **Section Five: Supplementary Information**

This section contains helpful information for delivering unit-standard-based first aid training and assessment. Additionally, the reader can find links to resources and contact details of relevant organisations and departments here.

## **Section One: First Aid Framework**

This section outlines the minimum level of First Aid knowledge and skill that TTW and AECTP would like New Zealanders to possess. Like any framework, additional knowledge and skills can be added on top of the foundational level to ensure individuals and organisations have the correct level of training that aligns with their unique context and meets their unique risk profile.

All First Aid teaching must be consistent with good clinical practice and align with the Section Three: First Aid Training Guidelines.

The principles of DRSABCD should be applied to all First Aid situations and be a fundamental component of all first aid training.

### **1. Safety**

Learners need to be able to assess the scene by identifying potential threats to their safety, the safety of the person in need, and bystanders. They also need to understand appropriate ways to manage any dangers that may be present.

### **2. Severity of condition**

A basic assessment of an ill or injured person needs to be undertaken to determine whether there is an immediate life-threatening condition that requires First Aid intervention and/or the requirement for an immediate ambulance response.

<https://www.stjohn.org.nz/what-we-do/when-to-call-111/>

First Aiders must be able to recognise and understand the following life-threatening medical emergencies and the requirement to call 111 without delay.

- Unresponsive or semi-conscious
- Cardiac arrest
- Difficulty breathing
- Choking
- Chest pain or tightness (Heart Attack)
- Signs of stroke
- Severe bleeding or bleeding that won't stop

When a first aider assists an unwell or injured person, one of the first considerations they make concerns the type of help that is needed. Whether the person requires urgent medical attention

(such as an ambulance or urgent care medical centre), routine medical attention (such as a visit to the GP), or no medical attention at all.

It is far more common for First Aider's to be faced with a less severe injury or illness that does not necessarily require an ambulance response. It is therefore important that First Aiders have an understanding of the role Urgent Care Clinics, GP's, and other health providers play in managing non-life-threatening conditions. In addition, the support available through helplines such as Health-Line in making the correct decision for an individual's circumstance.

### **3. Airway management for an unresponsive person**

Learners must know how to open the airway of an unresponsive person and how to position them on their side (recovery position) in a stable position with an open airway. These skills are potentially lifesaving.

Cervical spine immobilisation is not seen as a basic first aid skill because this adds considerable complexity to airway management skills. Maintaining an open airway takes priority over any assumed cervical spine injury.

Recognise choking and the first aid actions to clear the airway.

### **4. CPR - Cardiopulmonary resuscitation**

First aiders need to be able to determine when CPR is required (unresponsive and not breathing normally), know how to perform effective CPR, know how to utilise an Automatic External Defibrillator (AED), and understand the importance of calling for help immediately.

Cardiac Arrest remains a significant public health issue, with ischemic heart disease being the second most prevalent cause of death in New Zealand. Every year in New Zealand, over 2,000 people are treated for cardiac arrest in the community; however, only 11% survive. Furthermore, for every minute without CPR or Defibrillation, a patient's chance of survival falls by 10-15%. Therefore, trained and confident First Aiders are critical to making a lifesaving impact in the setting of Out of Hospital Cardiac Arrest.

Learning CPR will focus on adults, children, and infants, emphasizing the correct rate, depth, recoil and site of chest compressions. Rescue breaths should ensure adequate chest rise without significantly interrupting chest compressions or defibrillation.

Familiarisation with automatic external defibrillators (AED) is now essential to CPR instruction. Therefore, an explanation and demonstration of its use are to be carried out by the instructor in all courses covered in these requirements.

First Aiders should be reassured that the risk of significant harm from delivery of chest compressions to an unresponsive person not in cardiac arrest is negligible and shouldn't be a concern when weighed against the benefits of providing compressions to someone who is in cardiac arrest.

## **5. Bleeding control**

Learners should understand the difference between minor and severe life-threatening bleeding. In addition, a learner will know how to apply direct pressure to stop severe external bleeding.

Using a tourniquet to control bleeding should only be considered where life-threatening bleeding is present and bleeding cannot be controlled by direct pressure.

Control of life-threatening bleeding takes priority over CPR.

## **6. Common medical emergencies may include but not limited to:**

First Aiders should understand the most common and potentially significant medical problems, emphasising the recognition of symptoms rather than diagnosis. This includes, but is not limited to:

- Chest Pain (emphasis on acute coronary syndromes)
- Stroke
- Seizures (including how to keep someone safe whilst having a seizure)
- Asthma
- Diabetic emergencies
- Anaphylaxis

## **7. Common injuries may include but not limited to:**

First Aiders need to know how to manage the following common injuries:

- Burns (including chemical and electrical)
- Wounds (including gunshot, stabbing, embedded object, amputation)
- Fractures, dislocations, and soft tissue injury
- Head and spinal injuries
- Poisoning

## **8. Managing First aid in an emergency situation**

First Aiders need to know the basics of managing an emergency where more than one person may be involved.

The core principles include:

- Maintain safety for themselves, the person in need of care, and bystanders.
- It is normal to feel overwhelmed in an emergency situation. Therefore, emphasis should be on undertaking a DRSABCD assessment on each person in need while addressing any identified life-threatening issues.
- Organising the scene to enable quick and easy access for Emergency Services to take over care.

## **Section Two: First Aid Training Requirements**

This document recognises that many factors may impact the length of time needed for a learner to attain the minimum level of first aid knowledge outlined here and in the individual first aid unit standards.

Prior learning, class sizes, and the particular needs of individual workplaces and social situations will all affect the time needed to complete a quality first aid training and assessment programme.

Experience with quality training provision for first aid in New Zealand indicates minimum training times are needed for quality training for first-time and revalidation learners.

This document should be read in conjunction with current Worksafe New Zealand guidelines; First Aid at Work (February 2020).

### **Provision of First Aid training and Assessment**

Training of first aid personnel in workplaces must be carried out by individuals employed by an organisation granted consent by NZQA to assess first aid unit standards.

### **Trainer Provider Organisations**

Training Provider Organisations with consent to assess first aid unit standard(s) will be subject to the appropriate Consent and Moderation Requirements (CMR) (add link) approved by NZQA. In addition, all organisation training and assessment staff must comply with the industry or sector-specific requirements for consent to assess.

### **Assessment and Moderation**

Training organisations must have policies and procedures in place to support an integrated method of assessment based on an evidence-collection model.

The assessor must have final sign-off and be confident of individual learner performance.

The minimum learner to CPR manikin ratio when teaching CPR is 1:4 in order to ensure all learners have sufficient time to practice and reinforce learning.

### **Training and Qualification Requirements for a First Aid Trainer**

Organisations offering first aid training must ensure that teaching and assessing staff have had training in standards-based assessment. They will either have obtained credit for unit standard 4098, use standards to assess candidate performance, or will be able to demonstrate equivalent skills and knowledge.

The organisations must be able to ensure that teaching and assessing staff have obtained credit for adult education unit standards or have evidence of their ability to use learner-centred techniques

consistent with unit standards such as those found in the Delivery of Adult Education and Training domain on the Directory of Assessment Standards (DAS).

The organisations must be able to ensure that instructors have:

- Achieved current first aid unit standards
- Achieved unit standard 4098 and unit standards in adult education or will be able to demonstrate equivalent skills and knowledge
- Achieved unit standards in the Emergency Care - First Response domain 29321 or comparable knowledge and skills
- National First Aid Instructors Certificate or equivalent.

Teaching and assessing staff must be given opportunities to maintain currency and must provide evidence of up-skilling in best practices in first aid tutoring and first aid practice. In addition, currency must be demonstrated through participation in revalidation training and other professional development programs annually.

### **Unit-Standard-based First Aid Training and Assessment**

These are the minimum requirements for both the initial and revalidation training.

NZQA will monitor quality-assured training through organisational evaluation. For training, where the assessment is against unit standards, then this assessment will also be moderated by TTW (SSB) through national external moderation as per the Consent and Moderation Requirements (CMR 0230).

The duration and content of workplace first aid training should take account of:

- Class sizes
- Capabilities of the people being trained
- The identified hazards and risk associated with the workplace they will be working in (where practicable).

The duration of first aid training must meet the minimum requirements and the criteria of the unit standard. The minimum duration of the first training and assessment will be, for training based on:

- 6400, 6401 and 6402 a minimum of 12 hours of training and assessment, including 3 x fifteen-minute breaks.
- 6401 and 6402 a minimum of eight hours training and assessment including 2 x fifteen-minute breaks.

Unit standard achievement must be recorded on the candidate's Record of Achievement, maintained by NZQA.



## **First Aid Certificates**

The workplace first aid certificate issued by a training provider is evidence that the holder has completed the training requirements and met the criteria of the unit standards. First aid certificates are valid for a period of up to two years.

Certificates are to include:

- Title –
  - **12-hour certificate New Zealand First Aid Certificate Assessed against Unit Standards 6400, 6401, and 6402.**
  - 8-hour certificate (Certificate title to be decided). Assessed against Unit Standards 6401, and 6402. (must not include reference to workplace certificate course).
  - First Aid Revalidation Certificate - Revalidated against the content of Unit Standards 6400, 6401, and 6402.
- the date of achievement
- Period valid for i.e. 2 years
- Provider number

The New Zealand First Aid Certificate is the recommended course for workplace first aid training.

### **First Aid Revalidation Training**

Only an NZQA unit standard based certificate can be revalidated

In order to maintain the 12- hour New Zealand First Aid Certificate and the 8-hour certificate, individuals are required to undergo six hours of revalidation training every two years.

Refresher training for unit standards 6400, 6401, and 6402, should occur no later than two years and three months from the date of issue.

For the purposes of workplace first aid emergency management, employers will need to ensure that their first aid personnel maintain currency.

### **Unit Standard 6400 training**

To obtain Unit Standard 6400 when the learner has previously achieved Unit Standards 6402 and 6401 the learner must possess a current first aid certificate or revalidation certificate.

Learners have two options for this training: attending the 6400 sections of a 12-hour course or completing it as a four-hour standalone course.

The expiry of the current first aid or revalidation certificate remains as the four-hour training to gain Unit Standard 6400 does not qualify as revalidation training.

## **Section Three: First Aid Training Guidelines**

### **First Aid Training Guidelines**

ANZCOR Guideline 2: Managing an Emergency

ANZCOR Guideline 3: Recognition and First Aid Management of the Unconscious Person

ANZCOR Guideline 4: Airway

ANZCOR Guideline 5: Breathing

ANZCOR Guideline 6: Compressions

ANZCOR Guideline 7: Automated External Defibrillation in Basic Life Support

ANZCOR Guideline 8: Cardiopulmonary Resuscitation CPR

ANZCOR Guideline: Basic Life Support Summary of Changes April 2021

ANZCOR Guideline 9.1.1: First Aid Management of Bleeding

ANZCOR Guideline 9.1.3: First Aid Management of Burns

ANZCOR Guideline 9.1.4: First Aid Management of a Head Injury

ANZCOR Guideline 9.1.5: First Aid Management of Harness Suspension Trauma

ANZCOR Guideline 9.1.6: First Aid Management of Suspected Spinal Injury

ANZCOR Guideline 9.1.7: First Aid Management of a Crushed Victim

ANZCOR Guideline 9.2.1: First Aid Management of a Heart Attack

ANZCOR Guideline 9.2.2: First Aid Management of a Stroke

ANZCOR Guideline 9.2.3: First Aid Management of Shock

ANZCOR Guideline 9.2.4: First Aid Management of a Seizure

ANZCOR Guideline 9.2.5: First Aid Management of Asthma

ANZCOR Guideline 9.2.7: First Aid Management of Anaphylaxis

ANZCOR Guideline 9.2.9: First Aid Management of a Diabetic Emergency

ANZCOR Guideline 9.2.10: The Use of Oxygen in Emergencies

ANZCOR Guideline 9.2.11: First Aid Management of the Agitated Person

ANZCOR Guideline 9.2.12: Recognition and First Aid Management of the Seriously Ill Person including Sepsis

ANZCOR Guideline 9.3.2: Resuscitation in Drowning

ANZCOR Guideline 9.3.3: First Aid Management of Hypothermia and Cold-Related Injuries

ANZCOR Guideline 9.3.4: First Aid Management of Heat-Induced Illness (Hyperthermia)

ANZCOR Guideline 9.4.2: First Aid Management of a Spider Bite

ANZCOR Guideline 9.4.3: First Aid Management of Envenomation from Tick Bites and Bee, Wasp and Ant Stings

ANZCOR Guideline 9.5.1: First Aid Management of Poisoning

ANZCOR Guideline 9.5.2: First Aid Management of Opioid Overdose

ANZCOR Guideline : First Aid Summary of Changes April 2021

## **Section Four: Compliance**

### **Compliance Documentation**

Unit standard 6402

Unit standard 6401

Unit standard 6400

Course syllabus for Workplace Course

Course syllabus for Revalidation

Revalidation course details

CMR (0230)

First Aid at Work (Worksafe)

## **Section Five: Further information**

To be added