

22282VIC - Course in the Management of Asthma Risks and Emergencies in the Workplace



This course has been accredited under Parts 4.4 and 4.6 of the Education and Training Reform Act, 2006. It has been entered on the *State Register of Accredited Courses and Recognised Qualifications* and the National Training Register
www.training.gov.au

**The period of accreditation is from :
1st January 2015 to 31st December 2019**

Document Status

This document is an exact copy of the document, which is listed on the State Register of Accredited Courses and Recognised Qualifications and the National Training Register. Version 1: Accredited from 1st January 2015 to 31st December 2019



© State of Victoria (Department of Education and Early Childhood Development) 2014

Copyright of this material is reserved to the Crown in the right of the State of Victoria. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (<http://creativecommons.org/licenses/by-nd/3.0/au/>). You are free to use, copy and distribute to anyone in its original form as long as you attribute Department of Education and Early Childhood Development as the author, and you license any derivative work you make available under the same licence.

Disclaimer

In compiling the information contained in and accessed through this resource, the Department of Education and Early Childhood Development (DEECD) has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law DEECD, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DEECD limits its liability to the extent permitted by law, for the resupply of the information.

Third party sites

This resource may contain links to third party websites and resources. DEECD is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.

Table of Contents

Section A: Copyright and course classification information		5
1.	Copyright owner of the course.....	5
2.	Address.....	5
3.	Type of submission	5
4.	Copyright acknowledgement	5
5.	Licensing and franchise.....	5
6.	Course accrediting body.....	5
7.	AVETMISS information	6
8.	Period of accreditation.....	6
Section B: Course information		7
1.	Nomenclature.....	7
	1.1 Name of the qualification.....	7
	1.2 Nominal duration of the course.....	7
2.	Vocational or educational outcomes.....	7
	2.1 Purpose of the course	7
3.	Development of the course.....	7
	3.1 Industry / enterprise/ community needs.....	7
	3.2 Review for re-accreditation.....	8
4	Course outcomes	9
	4.1 Qualification level	9
	4.2 Employability skills	9
	4.3 Recognition given to the course	9
	4.4 Licensing/ regulatory requirements	9
5	Course rules.....	9
	5.1 Course structure	9
	5.2 Entry requirements.....	9
6.	Assessment.....	10
	6.1 Assessment strategy.....	10
	6.2 Assessor competencies	11
7.	Delivery	12
	7.1 Delivery modes	12
	7.2 Resources.....	12
	Persons delivering training under the supervision of a trainer must:.....	13
8.	Pathways and articulation.....	13
9.	Ongoing monitoring and evaluation	13

Section C: Units of competency15

VU21658 Manage asthma risks and emergencies in the workplace..... 15

Section A: Copyright and course classification information

1. Copyright owner of the course	Copyright of this document is held by the Department of Education and Early Childhood Development, Victoria. © State of Victoria
2. Address	Department of Education and Early Childhood Development Higher Education and Skills Group Executive Director Training Participation and Facilitation Division GPO Box 4367 Melbourne 3001 <u>Day to day contact:</u> Human Services Curriculum Maintenance Manager Swinburne University PO Box 218 Hawthorn VIC 3122 Email: cmmhs@swin.edu.au Telephone: 03 9214 5034 or 03 9214 8501
3. Type of submission	Re-accreditation. This course replaces 22024VIC Course in the Emergency Management of Asthma in the Workplace
4. Copyright acknowledgement	Copyright of this material is reserved to the Crown in the right of the State of Victoria. © State of Victoria (Department of Education and Early Childhood Development) 2014
5. Licensing and franchise	This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (http://creativecommons.org/licenses/by-nd/3.0/au/). You are free to use, copy and distribute to anyone in its original form as long as you attribute Higher Education and Skills Group, Department of Education and Early Childhood Development as the author and you license any derivative work you make available under the same licence. Copies of this publication can be downloaded free of charge from the Training Support Network website: http://trainingsupport.skills.vic.gov.au
6. Course accrediting body	Victorian Registration and Qualifications Authority (VRQA)

7. AVETMISS information	ANZSCO (OCCUPATIONAL TYPE) CODES	GEN20 Non-industry specific training
	ASCED (FIELD OF EDUCATION) CODE	069999 Other Health
	National course code	22282VIC
8. Period of accreditation	1 January 2015 – 31 December 2019	

Section B: Course information

1. Nomenclature <i>Standard 1 AQTF Standards for Accredited Courses</i>	
1.1 Name of the qualification	Course in the Management of Asthma Risks and Emergencies in the Workplace
1.2 Nominal duration of the course	4 hours
2. Vocational or educational outcomes <i>Standard 1 AQTF Standards for Accredited Courses</i>	
2.1 Purpose of the course	Successful completion of this course will provide participants with the knowledge and skills to be able to develop an asthma management plan and provide asthma related first aid interventions in the workplace.
3. Development of the course <i>Standards 1 and 2 AQTF Standards for Accredited Courses</i>	
3.1 Industry / enterprise/ community needs	<p>The incidence of asthma in Australia is increasing significantly and demand for training on asthma and related issues are increasing dramatically. The need for the development of Crown copyright nationally recognised training for risk assessment and minimisation and the first aid management of asthma emergency situations in the workplace was initially recognised by the Department of Human Services (Now covered by the Department of Health) in Victoria. Accordingly, the <i>22024VIC Course in the Emergency Management of Asthma in the Workplace</i> was developed and accredited in 2010.</p> <p>It should be noted that the interpretation of the word “workplace” was intended to be very general, as the course is aimed at a wide variety of participants such as:</p> <ul style="list-style-type: none"> • Teachers • Child care workers • Aged care workers • Disability workers • Sports coaches • Youth workers • Designated first aiders/first aid officers <p>It should also be noted that the course was designed for the management of asthma emergencies rather than the day-to-day treatment of asthma.</p> <p>Since its initial accreditation in 2010, 118 Registered Training Organisations (RTOs) have added the course to their scope of registration and 73 of these deliver training in Victoria. Available data shows that approximately 3,500 participants undertake the course annually, so it is in high demand.</p>

	<p>Participants have been mainly from the children services and school sectors, but have also included those from aged care, sport and recreation, as well as defence.</p> <p>There are no endorsed Training Package units of competency that deal specifically with risk assessment and minimisation and the emergency first aid management of an asthma episode in the workplace. Therefore, this course is designed to meet industry needs to comply with risk management in relation to the provision of asthma related first aid interventions in the workplace.</p> <p>Please note: This course addresses first aid for asthma only, not general first aid; as such it does not meet the training requirements to be deemed a designated 'First Aider' under Safe Work Australia's <i>'Model Code of Practice - First Aid in the Workplace'</i> or a designated 'First Aid Officer' under Victorian WorkCover Authority's <i>'First Aid In The Workplace - Compliance Code'</i>.</p> <p>A Project Steering Committee (PSC) consisting of key stakeholders was formed to oversee the re-accreditation of the course. The membership of the PSC was as follows:</p> <table data-bbox="603 965 1484 1301"> <tr> <td>Ruby Chu (Chair)</td> <td>St John Ambulance Victoria</td> </tr> <tr> <td>Andrew Fleming</td> <td>Community Services and Health Industry Training Board</td> </tr> <tr> <td>Barbra May</td> <td>Australian Red Cross</td> </tr> <tr> <td>Brendon Harre</td> <td>The Asthma Foundation of Victoria</td> </tr> <tr> <td>Catherine Behan</td> <td>Catholic Education Commission of Victoria Ltd (CECV)</td> </tr> <tr> <td>Peter Nicholson</td> <td>Australian First Aid (APL Group Pty Ltd)</td> </tr> <tr> <td>Steve Passalis</td> <td>Department of Education and Early Childhood Development (DEECD)</td> </tr> </table> <p><u>In attendance:</u></p> <table data-bbox="603 1368 1468 1469"> <tr> <td>Autumn Shea</td> <td>CMM-Human Services, Swinburne University</td> </tr> <tr> <td>Jennifer Fleischer</td> <td>CMM-Human Services, Swinburne University</td> </tr> <tr> <td>Sam McCurdy</td> <td>Dewhurst Consultancy Pty Ltd</td> </tr> </table>	Ruby Chu (Chair)	St John Ambulance Victoria	Andrew Fleming	Community Services and Health Industry Training Board	Barbra May	Australian Red Cross	Brendon Harre	The Asthma Foundation of Victoria	Catherine Behan	Catholic Education Commission of Victoria Ltd (CECV)	Peter Nicholson	Australian First Aid (APL Group Pty Ltd)	Steve Passalis	Department of Education and Early Childhood Development (DEECD)	Autumn Shea	CMM-Human Services, Swinburne University	Jennifer Fleischer	CMM-Human Services, Swinburne University	Sam McCurdy	Dewhurst Consultancy Pty Ltd
Ruby Chu (Chair)	St John Ambulance Victoria																				
Andrew Fleming	Community Services and Health Industry Training Board																				
Barbra May	Australian Red Cross																				
Brendon Harre	The Asthma Foundation of Victoria																				
Catherine Behan	Catholic Education Commission of Victoria Ltd (CECV)																				
Peter Nicholson	Australian First Aid (APL Group Pty Ltd)																				
Steve Passalis	Department of Education and Early Childhood Development (DEECD)																				
Autumn Shea	CMM-Human Services, Swinburne University																				
Jennifer Fleischer	CMM-Human Services, Swinburne University																				
Sam McCurdy	Dewhurst Consultancy Pty Ltd																				
<p>3.2 Review for re-accreditation</p>	<p>A mid-term review of the course was conducted by the CMM-Human Services involving industry stakeholders and RTOs delivering the course. The main change suggested in the review was that the course curriculum should emphasise that "Spacers" in a first aid situation should be single-use only.</p> <p>The re-accredited <i>22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace</i> replaces and is fully equivalent to the <i>22024VIC Course in the Emergency Management of Asthma in the Workplace</i>.</p> <p>RTOs should teach-out or transition current students in line with relevant VET regulator transition policies and timelines.</p>																				



4 Course outcomes		Standards 1, 2, 3 and 4 AQTF Standards for Accredited Courses
4.1 Qualification level	This course does not align with any specific level of the Australian Qualifications Framework (AQF)	
4.2 Employability skills	Not applicable	
4.3 Recognition given to the course	Not applicable	
4.4 Licensing/ regulatory requirements	Not applicable	
5 Course rules		Standards 2, 6, 7 and 9 AQTF Standards for Accredited Courses
5.1 Course structure		
<p>To be eligible for the award of a Statement of Attainment for the <i>22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace</i>, participants must successfully complete the unit listed in Table 1.</p> <p>Currency and refresher training requirements for 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace:</p> <p>This course provides competency in asthma related first aid interventions in the workplace. Requirements for first aid competencies, including refresher training, are dependent on both the state/territory jurisdiction as well as the industry sector. Refresher training and currency of first aid knowledge and skills is to be demonstrated in line with:</p> <ul style="list-style-type: none"> • Australian Resuscitation Council (ARC) Guidelines (http://www.resus.org.au/), • Guidelines of Australian national peak clinical bodies, • Relevant industry regulations, and • State/territory legislation and regulations. 		

Table 1: Course in the Management of Asthma Risks and Emergencies in the Workplace

Unit of competency code	Field of Education code	Unit of competency title	Pre-requisite	Nominal hours
Core unit				
VU21658	069999	Manage asthma risks and emergencies in the workplace	None	4
Total hours				4

5.2 Entry requirements	<p>There are no barriers to entry on the grounds of age, gender, political or cultural background.</p> <p>Entrants to the course are best equipped to successfully undertake the training if they have language, literacy and oracy skills that align to Level 3 of the Australian Core Skills Framework (ACSF). Refer to the ACSF web site:</p>
-------------------------------	--

<http://www.industry.gov.au/SKILLS/ASSISTANCEFORTRAINERSANDPRACTITIONERS/AUSTRALIANCORESKILLSFRAMEWORK/Pages/default.aspx>

This means that the participant should be able to demonstrate the following:

Reading Level 3:

- Evaluates and integrates information and ideas to construct meaning from a range of familiar and some unfamiliar texts and text types
- Selects and applies a range of reading strategies as appropriate to purpose and text type

Writing Level 3:

- Communicates relationships between ideas and information in a style appropriate to audience and purpose
- Selects vocabulary, grammatical structures and conventions appropriate to the text

Oral communication Level 3:

- Selects and uses appropriate strategies to establish and maintain spoken communication in familiar and some unfamiliar contexts
- Derives meaning from a range of oral texts in familiar and some unfamiliar contexts

Learners with language, literacy and oracy skills at lower levels than those suggested may require additional support to successfully undertake the qualification.

6. Assessment

Standards 10 and 12 AQTF Standards for Accredited Courses

6.1 Assessment strategy

Standard 10 AQTF Standard for Accredited Courses

All assessment, including Recognition of Prior Learning (RPL), must be compliant with the Standard 1 (Element 1.5) of the *AQTF Essential Conditions and Standards for Continuing Registration* and/or Standard SNR15 of the *Standards for NVR Registered Training Organisations 2012*.

Assessment strategies should be flexible, valid, reliable and fair. Assessment of the unit requires evidence of satisfactory performance being sought for each element and its performance criteria and the required skills and knowledge through a variety of tasks depending on the criteria specified.

Assessment procedures for this course should be developed to simulate a range of different workplace environments, as closely as possible.

Course providers will be required to adopt an assessment strategy that:

- incorporates continual feedback of individual progress toward,



	<p>and achievement of competency;</p> <ul style="list-style-type: none"> • addresses skills, attitudes and knowledge underpinning performance appropriate to the workplace; • gathers sufficient evidence to judge achievement of progress towards determining competence; • utilises a variety of different processes/sources, e.g. written, oral, observation in role-plays, projects; • recognises achievement of elements/competencies regardless of where the enabling learning took place (RPL); • fosters a collaborative and co-operative relationship between the learner and assessor; • is flexible in regard to the range and type of evidence provided by the learner; • provides opportunity for the learner to challenge assessment provisions and participate in re-assessment; • is equitable and fair to all learners; • does not unnecessarily restrict the progress of a learner through the course; • adapts assessment tools to suit the needs of particular clients or client groups (e.g. clients with special needs). <p>Assessment methods must include the practical application of knowledge and demonstration of skills and may include:</p> <ul style="list-style-type: none"> • oral or written questioning • problem solving activities • case studies • role play/scenario
<p>6.2 Assessor competencies</p>	<p><i>Standard 12 AQTF Standards for Accredited Courses</i></p> <p>The National Skills Standards Council (NSSC) or its successor is responsible for determining the training and assessment competencies to be held by trainers and assessors in accordance with Standard 1.4 of the <i>AQTF Essential Conditions and Standards for Initial and Continuing Registration</i> and/or SNR 4.4 and 15.4 of the <i>Standards for NVR Registered Training Organisations 2012</i>.</p> <p>Accordingly, the NSSC determined that from 1 July 2013, assessors must:</p> <ol style="list-style-type: none"> i. hold the <i>TAESS00001 Assessor Skill Set</i>, or be able to demonstrate equivalence of competencies; and ii. be able to demonstrate vocational competencies at least to the level being assessed; and iii. be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence. <p>Note:</p> <p>If a person does not have all the assessment competencies as defined in (i) ,(ii) and (iii) then one or more persons with the combined expertise in (i), (ii) and (iii) may work together to conduct</p>

	<p>the assessment.</p> <p>In addition assessors are required to have:</p> <ul style="list-style-type: none"> • a current advanced first aid certificate OR • at least three years' experience as a health professional, nurse or emergency services provider. OR • A higher level qualification in asthma first aid <p>These additional assessor requirements were identified by the Project Steering Committee as essential due to the high risk nature of the course.</p>
--	---

7. Delivery	Standards 11 and 12 AQTF Standards for Accredited Courses
--------------------	--

7.1 Delivery modes	<p>Training has been designed to be delivered in a flexible mode if required. Other delivery modes may include:</p> <ul style="list-style-type: none"> • classroom delivery • practical work • role-plays/scenarios <p>In a workplace setting, it is recommended that the course be conducted using delivery and assessment methods relevant to workplace environments, in order to maximise the opportunities for learners to have learning experiences which are as close as possible to the real workplace.</p> <p>The unit of competency may be contextualised to meet the needs of different workplaces. Generally this means:</p> <ul style="list-style-type: none"> • Elements and associated performance criteria must not be altered in any way; • The Range Statement may be expanded as long as it does not increase the complexity of the unit • The Evidence Guide may be expanded as long as it retains the integrity of the unit and does not jeopardise the student's potential to achieve the competency.
---------------------------	--

7.2 Resources	<p>The minimum resources needed to conduct the course includes:</p> <ul style="list-style-type: none"> • access to a real or simulated workplace environment appropriate to training and assessment activities • samples of Asthma Action Plans • samples of workplace Asthma Emergency Management Plans • samples of workplace resources; such as OHS/WHS legislation/guidelines • placebo asthma medication reliever inhaler devices • Single-use spacer <p>Training providers should ensure reference material is current and follows the Australian Resuscitation Council (ARC) and the Thoracic Society of Australia and New Zealand (TSANZ)/Asthma</p>
----------------------	--



	<p>Australia/National Asthma Council Australia/The Asthma Foundation of Victoria guidelines.</p> <p>Qualifications of Trainers</p> <p>The National Skills Standard Council (NSSC), or its successor, is responsible for determining the competencies to be held by trainers in accordance with Standard 1.4 of the <i>AQTF Essential Conditions and Standards for Continuing Registration</i> and/or Standards SNR 4.4 and 15.4 of the <i>Standards for NVR Registered Training Organisations 2012</i>.</p> <p>Accordingly, the NSSC determined that from 1 July 2013, trainers must:</p> <ol style="list-style-type: none"> i. hold the <i>TAE40110 Certificate IV in Training and Assessment</i> from the TAE10 Training and Education Training Package as a minimum qualification, or be able to demonstrate equivalence of competencies; and ii. be able to demonstrate vocational competencies at least to the level being delivered and assessed; and iii. be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and trainer/ assessor competence. <p>Persons delivering training under the supervision of a trainer must:</p> <ol style="list-style-type: none"> i. work under the supervision of a trainer with the <i>TAE40110 Certificate IV in Training and Assessment</i>, or of a person who has demonstrated equivalence of competencies; and ii. hold either the <i>TAESS00007 Enterprise Trainer – Presenting Skill Set</i>, or be able to demonstrate equivalence of competencies, or the <i>TAESS00008 Enterprise Trainer – Mentoring Skill Set</i>, or be able to demonstrate equivalence of competencies within two years of commencing to deliver training while under supervision; and iii. be able to demonstrate vocational competencies at least to the level being delivered and assessed as well as maintaining their industry currency. <p>In addition trainers are required to have:</p> <ul style="list-style-type: none"> • a current advanced first aid certificate OR • at least three years' experience as a health professional, nurse or emergency services provider OR • A higher level qualification in asthma first aid <p>These additional trainer requirements were identified by the Project Steering Committee as essential due to the high risk nature of the course.</p>
<p>8. Pathways and articulation</p>	<p><i>Standard 8 AQTF Standards for accredited courses</i></p> <p>At present there are no formal articulation arrangements into other VET or higher education courses.</p>
<p>9. Ongoing monitoring</p>	<p><i>Standard 13 AQTF Standards for accredited courses</i></p>

and evaluation

Ongoing monitoring and evaluation of this Course is the responsibility of the Curriculum Maintenance Manager (CMM)-Human Services.

The course will be monitored and maintained by an Industry Advisory Committee with representatives from:

- CMM Human Services
- Victorian Department of Health
- Victorian Community Services and Health Industry Training Board
- Department of Education and Early Childhood Development (DEECD)
- St John Ambulance Victoria
- The Asthma Foundation of Victoria
- Australian Red Cross
- Representatives of the Project Steering Committee involved in this re-accreditation

Feedback will be sought from those Registered Training Organisations offering the course, as part of the review process.

The committee will:

- review the implementation of the program;
- provide advice on changing program requirements;
- monitor and evaluate course standards, delivery and assessment;
- seek data on course enrolments and completions

Recommendations for any significant changes will be reported through the CMM-Human Services to the Victorian Registration and Qualification Authority (VRQA).

Course maintenance and review procedures will also indicate that the course should be expired if a suitable national qualification/unit of competency becomes available through the development or review of a Training Package. Any relevant changes in the regulatory environment will be taken into account during the monitoring and evaluation process.

Section C: Units of competency

Unit code **Unit Title**

VU21658 Manage asthma risks and emergencies in the workplace



VU21658

Manage asthma risks and emergencies in the workplace

Unit Descriptor

This unit of competency provides the skills and knowledge to be able to develop an asthma risk assessment and emergency management plan to handle asthma episodes in the workplace. It provides background knowledge of the triggers, symptoms and effects of asthma as well as emergency management.

Specific licensing requirements relating to this competency, including requirements for refresher training and currency, should be obtained from the relevant state/territory Work Health and Safety Regulatory Authority and industry sector Regulatory Authorities where applicable.

Employability skills

Not applicable

Application of the Unit

This unit applies to work in a wide range of settings where emergencies involving asthma episodes may occur, such as:

- childcare
- education
- aged and community care
- sport
- tourism
- hospitality
- industry enterprises and other environments.

Application of this unit relates to the use of either the individual's, or the workplace's asthma reliever device. The management of the situation should be carried out in accordance with relevant legislation and workplace policies/procedures/work instructions.

ELEMENT

Elements describe the essential outcomes of a unit of competency.

1. Develop a risk minimisation and emergency management plan for an asthma episode.

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

- 1.1. ***Individuals at risk are identified*** and their individual Asthma Action Plans obtained.
- 1.2. ***Risk assessment and emergency management strategies*** are developed within the workplace context for individuals identified with asthma, and those presenting with asthma-like signs/symptoms.
- 1.3. A communication plan to raise awareness of asthma and its first aid management is established and implemented.
- 1.4. The effectiveness of the workplace's Asthma Emergency Management Plan is reviewed regularly.

- | | | |
|----|---|--|
| 2 | Assess emergency asthma situations. | <p>2.1 Physical hazards are identified and removed according to established first aid principles and procedures.</p> <p>2.2 Risks to self and others are identified and appropriate response is determined.</p> <p>2.3 Casualty's physical condition is evaluated and the signs and symptoms of an asthma episode are recognised and responded to.</p> <p>2.4 Appropriate response is determined to ensure prompt control of the situation.</p> |
| 3 | Apply the appropriate first aid procedures for an asthma episode. | <p>3.1 Casualty is reassured in a caring and calm manner and made comfortable using available resources.</p> <p>3.2 Resources and equipment appropriate for the situation are identified, accessed and assessed.</p> <p>3.3 Appropriate emergency action for an asthma episode is provided in response to the severity of the casualty's symptoms, in accordance with their individual Asthma Action Plan and/or the workplace's Asthma Emergency Management Plan.</p> <p>3.4 Casualty's condition is monitored, in accordance with first aid principles and procedures.</p> |
| 4 | Communicate details of emergency asthma incidents. | <p>4.1 Suitable emergency assistance is requested using appropriate communication media or equipment, where applicable.</p> <p>4.2 Details of casualty's condition and asthma management activities are accurately conveyed to emergency services/relieving personnel.</p> <p>4.3 Documentation is completed in a timely manner, presenting all relevant facts according to established workplace procedures.</p> |
| 5. | Evaluate responses to asthma emergencies. | <p>5.1 Workplace debriefing policies/procedures relating to emergency asthma incidents are followed</p> <p>5.2 The workplace's response to the emergency incident is assessed in accordance with workplace policies and procedures</p> <p>5.3 Recommendations for changes to the risk management strategy are made, where applicable.</p> <p>5.4 Changes to the workplace's Asthma Emergency Management Plan are clarified and communicated to relevant parties, where applicable.</p> <p>5.5 Casualty is advised to consult with their physician to discuss the appropriateness of their Asthma Action Plan, or to develop such a plan, as a result of the emergency response.</p> |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required knowledge:

- Composition and essential components of an Asthma Management Plan
- Relevant workplace policies/procedures for the management of an asthma emergency
- Guidelines of Asthma peak bodies
- Risk management and minimisation strategies contextualised to the specific workplace environment
- Environmental hazard identification and minimisation
- Requirements in some workplaces for Police Checks and/or Working with Children Checks
- State/Territory regulatory requirements for asthma management relevant to workplace contexts
- Signs and symptoms of asthma – mild/moderate, severe and life-threatening
- Potential consequences of an asthma episode
- Common allergic and non-allergic asthma triggers
- First aid principles and procedures for the emergency management of asthma; including individual Asthma Action Plans
- Common asthma medication and equipment
- Sources of medical assistance, such as: designated first aiders/first aid officers, general practitioners, ambulance
- Workplace's debriefing policies/procedures
- State/territory regulations, first aid codes of practice and workplace requirements for refresher training to maintain currency of competence

Required skills:

- Develop risk minimisation strategies for the emergency management of asthma in accordance with legislative, regulatory and workplace requirements
- Plan for contingencies
- Assess emergency situations
- Control the situation according to established first aid principles prior to management of the asthma episode
- Apply first aid skills in accordance with emergency response procedures and medical action plans
- Apply effective communication skills in dealing with the asthma casualty and sources of emergency assistance
- Convey the casualty's details to emergency services
- Comply with the workplace's incident recording requirements
- Respond appropriately to challenging situations recognising the psychological impacts of medical emergencies on individuals
- Follow workplace debriefing policies/procedures
- Contribute to the evaluation of responses to an incident in accordance with workplace policies and procedures
- Maintain accurate records

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Individuals at risk are identified through:

- The signs and symptoms of an asthma episode
- The workplace's procedures
- The individual's medical history

Risk assessment and emergency management strategies may include:

- Emergency asthma incident reports
- Workplace asthma emergency policy
- Individual's asthma management plan
- Emergency first aid management for asthma
- Identification of staff competencies and training requirements
- Identification and risk assessment of avoidable and manageable asthma triggers, including:
 - allergens
 - respiratory infections
 - exercise
 - drugs
 - food chemicals and additives
 - gastro-oesophageal reflux
 - smoking
 - air pollutants
 - occupational factors
 - temperature change

Physical hazards may include:

- Asthma triggers
- Workplace hazards
- Environmental hazards
- Proximity of other people
- Hazards associated with casualty management

First aid principles and procedures may include:

- Assessing the site for danger to self, casualty and others, and minimising the danger
- Determining the casualty's medical history of asthma
- Checking the availability of the individual's Asthma Action Plan, reliever medication and their spacer, or obtaining and using the workplace's emergency first aid kit containing an asthma inhaler reliever and single-use spacer
- Checking and maintaining the casualty's airway, breathing and circulation
- Following the Emergency Asthma First Aid protocol recommended by the Thoracic Society of Australia and New Zealand (TSANZ)/Asthma Australia/ National Asthma Council Australia/The Asthma Foundation of Victoria, where the individual's Asthma Action Plan is not available, or the casualty is not known to have a history of asthma
- Appropriate emergency assistance may include:
 - Doctors
 - Nurses
 - Paramedics/Ambulance Officers
 - Designated first aiders/first aid officers
 - Police
 - Fire brigade

Risks may include:

- Worksite equipment, machinery and substances
- Environmental risks, including those known to trigger asthma episodes
- Contamination by bodily fluids

Signs and symptoms may include:

- Risk of further injury to the casualty
- Shortness of breath, or rapid breathing
- Wheeze
- Chest tightness
- A dry, irritating, persistent cough
- Tiredness
- Behavioural changes – distress, anxiety, quietness, restlessness
- Difficulty in speaking
- Pallor
- Sweating
- Blueness of the lips

Appropriate response may include:

- Urgently requesting emergency assistance
- Bystander safety
- Enlisting bystander assistance

Resources and equipment may include:

- Individual's own Asthma Action Plan
- Placebo asthma medication reliever inhaler device
- Single-use spacer
- Workplace policies/procedures/work instructions for the management of asthma emergencies, i.e. workplace's Asthma Emergency Management Plan

Emergency action may include:

- Following the individual's Asthma Action Plan
- Following the workplace's Emergency Asthma Management Plan, when the individual's Asthma Action Plan is not available, or the casualty is not known to have a history of asthma
- Following the Emergency Asthma First Aid protocol recommended by the Thoracic Society of Australia and New Zealand (TSANZ)/Asthma Australia/ National Asthma Council Australia/The Asthma Foundation of Victoria, where the individual's Asthma Action Plan is not available, or the casualty is not known to have a history of asthma
- Administering a bronchodilator via an asthma medication reliever inhaler device with or without a single-use spacer, in accordance with the individual's Asthma Action Plan, or the emergency asthma first aid protocol.

Casualty's condition may include:

- Shortness of breath, or rapid breathing
- Wheeze
- Chest tightness
- A dry, irritating, persistent cough
- Tiredness
- Behavioural changes – distress, anxiety, quietness, restlessness
- Difficulty in speaking
- Pallor
- Sweating
- Blueness of the lips

- Emergency assistance** may include:
- Doctors
 - Nurses
 - Paramedics/Ambulance Officers
 - Designated first aiders/ first aid officers
 - Police
 - Fire brigade

- Communication media and equipment** may include:
- Telephone (Landline, mobile and satellite)
 - Two-way radio
 - Alarm systems

- Emergency services/relieving personnel** may include:
- Doctors
 - Nurses
 - Paramedics/Ambulance Officers
 - Designated first aiders/first aid officers
 - Police
 - Fire brigade

- Documentation** may include:
- Required Work Safe documentation
 - Workplace documents
 - Statutory requirements

- Relevant parties** may include:
- Designated first aiders/first aid officers
 - Safety officer
 - Managers
 - Coaches
 - Teachers
 - Child care workers

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

Critical aspects for assessment and evidence required to demonstrate competency in this unit.

To be considered competent in this unit the participant must be able to demonstrate achievement of all of the elements and associated performance criteria. Specifically they must be able to:

- Develop a risk minimisation and emergency management plan for an asthma episode
- Recognise the symptoms and potential dangers of an asthma episode
- Assess the emergency asthma situation taking into consideration the casualty, risks, physical hazards and appropriate response to control the situation
- Communicate effectively with the asthma casualty to reassure and advise
- Gather the essential resources and equipment to provide effective first aid to the asthma casualty
- Demonstrate effective first aid management of an asthma episode
- Communicate and document the essential details of the emergency asthma incident and the casualty's condition
- Follow workplace debriefing policies/procedures
- Evaluate the effectiveness of the responses to the emergency incident and identify possible improvements
- Facilitate the implementation of improvements to the workplace's Asthma Emergency Management Plan

Context of and specific resources for assessment:

- The assessment of this unit should be conducted using simulated emergency asthma situations in a workplace
- Resources and equipment for the emergency management of asthma episodes should be made available, such as:
 - Placebo asthma medication reliever inhaler device
 - Single-use spacer
- Sample Incident reporting documents are required.

Methods of assessment

- A range of methods may be used for assessment provided they are compatible with the requirements of the elements and associated performance criteria. These would be conducted within a simulated emergency asthma environment.
- Assessment methods may include, but are not restricted to:
 - Critical incident scenarios involving role plays requiring the administration of the placebo asthma reliever inhaler device with and without a single-use spacer
 - Completion of workplace documentation
 - Demonstration of skills
 - Verbal/written assessments