

## YMCA Ballarat Policy – Administration of First Aid

Policy Number	Date Approved	Date Last Amended	Status
CS202-O(OP)	23/01/2019		Approved

### 1. PURPOSE

The Administration of First Aid Policy has been developed to meet the requirements of the Education and Care Services National Regulations (2011). It also fulfills the YMCA's goals, mission and vision in providing a safe environment for our service community. This policy outlines the key requirements of safe and effective administration of first aid in case of incident, injury, illness or trauma and assists our legal and moral obligation to ensure the ongoing safety and protection of children in our care.

### 2. SCOPE

This Policy applies to The Young Men's Christian Association of Ballarat Inc and related entities. For the purposes of this document we refer to these entities as the YMCA. All Policies and Procedures must conform to this Policy.

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers.

The scope of this Policy applies to all YMCA Children's Services that operate under the Education and Care National Regulations, including Before and After School Care Services, Holiday Programs, Early Learning Centres and Kindergartens.

### 3. POLICY

The YMCA will at all times operate in accordance with the Education and Care Services National Regulations, including but not limited to;

**Regulation 168** Education and care service must have policies and procedures

**Regulation 85** Incident, injury, trauma and illness policies and procedures

**Regulation 86** Notification to parents of incident, injury, trauma and illness

**Regulation 87** Incident, injury, trauma and illness record

By enacting YMCA procedures in First Aid, Hazard Management and Incident Reporting and Investigation, the Nominated Supervisor and/or Person with Management and Control of the Service must ensure as a minimum;

- Staff and educators are diligent in accident prevention through consistent, effective supervision and through the mindful setting of the play spaces and equipment
- The educational program and practice is closely monitored for safety risks in the environment and all hazards are minimized to protect children from harm and hazards
- If a child is injured, appropriate first aid measures are enacted immediately. Other educators will ensure all children are safe, supervised and that the child staff ratios are maintained.

- If deemed a serious injury, the parent or guardian is contacted as soon as reasonably practical to inform them of the incident and/or injury
- Groups are configured to minimise the risk of overcrowding, injury and illness
- The YMCA reserves the right to request a parent, guardian or other authorised person to collect the child as soon as possible if it is likely the child requires further medical advice or attention beyond the first aid capabilities of the service
- Where a serious incident, injury, illness or trauma has occurred and further medical help is sought by the service or the family, the Nominated Supervisor will ensure the timely notification of all external authorities, including the Department of Education and Early Childhood Development, and timely YMCA internal reporting requirements

### **Educator Requirements**

In compliance with the Education and Care Service's National Regulations and YMCA Policy, all Educators must;

- Hold the approved first aid qualifications under the Education and Care Service's National Regulations including;
  - anaphylaxis management training
  - emergency asthma management training
  - Level 2 first aid qualifications including CPR
- Ensure all their qualifications remain current and copies of certification provided to Manager/ Supervisor prior to the expiry of their current qualifications
- Record all treatment on relevant forms in line with all applicable YMCA Policies and Procedures and be inducted in the effective completion of these forms and documents,
- Obtain parents/guardian or other authorised nominee signatures for all completed and relevant medical forms for any child attending the service under the age of 18 years
- Administer first aid within the scope of their training as required in the service

### **First Aid Kits**

In compliance with the Education and Care Services National Regulations and YMCA Policy, all Education and Care Services First Aid Kits must be;

- Appropriate in number and have regard for the number of children at the service
- Suitably equipped
- Easily recognisable and readily accessible
- Taken on all excursions and routine outings

## **4. LEGISLATIVE AND INDUSTRY REQUIREMENTS**

- Administration of Medication Procedure
- Administration of First Aid Procedure
- Anaphylaxis Policy
- Medical Conditions Policy and Procedures

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010: Sections 167, 169
- Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245
- National Quality Standard, Quality Area 2: Children's Health and Safety  
*Standard 2.2 - Safety*

*Element 2.2.1 Supervision, Element 2.2.2 Incident and Emergency Management,  
Element 2.2.3 Child Protection*

- Occupational Health and Safety Act 2004

## 5. DEFINITIONS

**First Aid** - First aid is the provision of initial health care and basic life support to someone who suffers an injury or illness. First aid should be given until more advanced care arrives or the injured person recovers

**Incident, Injury, Trauma and Illness Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details need to be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available on the ACECQA website.

**Serious incident:** An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an *Incident, Injury, Trauma and Illness Record* (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DEECD) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

## 6. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Managers and Supervisors	<p>Ensure the Administration of First Aid Policy is implemented in their workplace.</p> <p>Ensure all YMCA Personnel, including the Nominated Supervisor, receive relevant policy induction and training.</p> <p>Ensure all YMCA Personnel understand and can access the Policy and Procedure, and other related Policies and Procedures, and comply with them at all times.</p>
Children's Services Manager	<p>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
Senior Management Team (SMT)	Approve the Policy
CEO	Provide official sign off on the Policy

## 7. MONITORING AND/OR EVALUATION

The Administration of First Aid In Children's Services Policy will be reviewed every three years.

The ongoing monitoring and compliance to this policy will be overseen by Area/Service Managers and the Children's Services Management Team where practical. Each service or Centre will complete an annual self-assessment against this policy and the legislated standards from which it was drawn, as part of a holistic annual self-assessment across all Children's Services Policies and Procedures. The National Quality Framework Ratings and Assessment process, and Service Approval conditions, will also assist in the external audit and monitoring of the policy, by Authorised Officers of the Department of Education and Training.

The evaluation of the policy will be facilitated by the Children's Services Manager using stakeholder feedback to drive continuous improvement and reflect service users' feedback where practical.

The YMCA Ballarat Human Resources department is responsible for formally reviewing and updating this policy every two (2) years, however, this Policy should also be reviewed on an ongoing basis to reflect changes in the law.

YMCA Ballarat may audit compliance with undertaking risk assessments and compliance with the induction and training principles of this Policy through the YMCA compliance system.

## 8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES AND/OR WORK PRACTICES)

- [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
- [My Time, Our Place: Framework for School Age Care in Australia](#)
- [Children's Services Regulations and Act](#)
- [ACECQA serious incident reporting portal](#)
- Ambulance Victoria: [www.ambulance.vic.gov.au](http://www.ambulance.vic.gov.au)
- Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Australian Red Cross: [www.redcross.org.au](http://www.redcross.org.au)
- St John Ambulance Australia (Vic): [www.stjohnvic.com.au](http://www.stjohnvic.com.au)
- First aid in the workplace: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

This Policy is supported by the Bullying, Harassment and Discrimination Procedure and supporting Resources which are designed to assist Managers in complying with this Policy.

## 9. APPROVAL AND REVIEW

### Approved By

**Name:** Brooke LeSeuer  
**Position:** CEO  
**Meeting Name:** Senior Management 20/02/2018  
**Effective Date:** 23/01/2019  
**Review Date:** 23/01/2022  
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### Amendments

Version	Date	Author	Change Description
V1			
V2			
V3			