
Bendigo Regional YMCA – Administration of First Aid Policy

Mandatory – Quality Area 2

Policy Number	CS 2.9	Version	1
Drafted by	CSM	Approved by CEO on	04.04.2018
Responsible Person	CSM	Scheduled Review date	04.04.2019

1. OBJECTIVES

The objective of the Administration of First Aid Policy is that there is provision of a safe and healthy environment for all children, educators, staff and others attending BRYMCA services and that each service has the capacity to deliver current approved first aid, as required.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of YMCA services, including during offsite excursions and activities.

3. POLICY

All BRYMCA Children’s Services Educators must hold approved first aid qualifications under the Education and Care Services National Regulations including:

- Level 2 First Aid Qualifications HTLAID0004 including CPR
- Anaphylaxis Management Training
- Emergency Asthma Management Training

All Educators are required to ensure their qualifications remain current and copies of certification provided to Supervisors prior to the expiry of their current qualifications.

If a child is injured while attending a BRYMCA Children’s Service, appropriate first aid measures will be enacted immediately. If deemed a serious injury, the parent/guardian will be contacted as soon as reasonably practical to inform them of the incident and/or injury.

4. PROCEDURES

BRYMCA is responsible for:

- ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury
- ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service. This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations
- ensuring that details of current approved first aid qualifications are filed with each staff members record
- ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements
- ensuring that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the *Incident, Injury, Trauma and Illness Record*
- ensuring that all educators' approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA
- providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities
- providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards. The appropriate number of kits will depend on the number of children in the service
- ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid

The ELC Director, OSHC Coordinator, OSHC Supervisors and Occasional Care Supervisor is responsible for:

- ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury
- ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised
- assessing the first aid requirements for the service. A first aid risk assessment can assist with this process
- monitoring the contents of all first aid kits and arranging for replacement of stock, including when the use-by date has been reached
- disposing of out-of-date materials appropriately
- ensuring that the prescribed educator-to-child ratios are met at all times
- ensuring a portable first aid kit is taken on all excursions and other offsite activities

Administration of First Aid Policy

This policy was adopted by the YMCA on 04.04.2018

- ensuring a resuscitation flow chart (refer to *Definitions*) is displayed in a prominent position in the indoor and outdoor environments of the service

All Educators are responsible for:

- implementing appropriate first aid procedures when necessary
- maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management
- practicing CPR and administration of an auto-injection device at least annually
- ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- ensuring that the details of any incident requiring the administration of first aid are recorded on the *Incident, Injury, Trauma and Illness Record*
- have read and understood the risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised (Regulations 100, 101).

5. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

National Quality Standard, Quality Area 2: Children’s Health and Safety

Occupational Health and Safety Act 2004

6. DEFINITIONS

<p>Approved First Aid Qualification</p>	<p>A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: www.acecqa.gov.au</p>
<p>First Aid</p>	<p>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.</p>

7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Educators, Supervisors, Directors and Coordinators	<ul style="list-style-type: none">• Supervisors, Directors and Coordinators will oversee the implementation and service adherence to this policy• All Educators and Bus Drivers are responsible for the daily implementation of the policy when directly supervising children.
Community Services Manager	<ul style="list-style-type: none">• Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.• Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Seek individual community feedback and facilitate an active consultation process with service users as appropriate.
CEO	<ul style="list-style-type: none">• Policy Approval

8. MONITORING EVALUATION AND REVIEW

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups and in accordance with current legislation, research, policy and best practice. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.