

YMCA Geelong First Aid Policy

OFFICE USE ONLY



Policy Number	Date Approved	Date Last Amended	Status
YG 119-0	03/09/2014	12/02/2014	APPROVED

1. FIRST AID POLICY

2. INTRODUCTION

YMCA Geelong is committed to the provision of an effective system of first aid management to protect the health and safety of all YMCA Geelong employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004. The YMCA Geelong policy applies to all who may be affected by injuries or illness resulting from YMCA Geelong activities, whether on or off YMCA Geelong location.

3. POLICY

3.1 The 'First Aid' policy available in the following locations:

LOCATION: Policy Library on www.geelong.ymca.org.au
Newtown- Reception and Gymnastics Gym in Policy and Procedure manual
Camp- Camp Office and Camp kitchen in Policy and Procedure manual
North Geelong- Reception Gym hall in Policy and Procedure manual
Bannockburn- Reception in Policy and Procedure manual

3.2 FIRST AID OFFICERS:

The YMCA Geelong has provided the number and qualification level of first aid officers required.

Compliance is achieved by providing: (WorkSafe, 2008)

- **One** first aid officer for **10 to 50** employees*
 - **Two** first aid officers for **51 to 100** employees*
 - **An additional first aid officer** for every additional **100** employees*
- *(Consider staff and student numbers)

3.2.1 Rosters for all shifts must adhere to the above ratios

3.2.2 All Duty Managers and Centre Managers or Centre Co-ordinator or Program Co-ordinator (Community Program and Fundraising, Gymnastics Co-ordinator, Pre-school/School Co-ordinator Maintenance Coordinator, Catering Coordinator, OHS Co-ordinator must have a current First Aid Certificate and CPR

3.2.3 Or position deemed to required First Aid qualifications and outlined on the position description.

Lists of first aid officers and contact details should be clearly displayed on:

- By phones
- On emergency procedure notices
- On first aid kits
- On safety noticeboards

First Aid Officer Details:

NAME	POSTION

3.3 First Aid Officer Training:

The YMCA Geelong has ensured that all YMCA Geelong first aid officers have undergone recognised first aid training.

The YMCA Geelong maintains a registry of all first aid officers, listing first aid qualifications and renewal date.

The cost of attendance at recognised first aid training courses will be met by the YMCA Geelong as required in 3.2.2

The minimum acceptable level of training for first aid officers for workplaces is the senior first aid certificate (often referred to as a **level 2 first aid** qualification) or its competency based equivalent HLTA301B Apply First Aid. (WorkSafe, 2008)

First aid qualifications:

- All staff required to provide first aid must have satisfactorily completed a recognised first aid training course which is renewed every 3 years.

- Cardiopulmonary resuscitation (CPR) training must be undertaken annually.
- Employers need to ensure that the qualifications of first aid officers is current (WorkSafe, 2008)
- Details of level of training attained and renewal date are recorded on the first aid training registry

Additional training may be required to manage students with chronic health issues such as Diabetes, Asthma, Epilepsy, Anaphylaxis etc and the cost of the training is to be determined by the centre manager/CEO.

First Aid training Registry:

NAME	LOCATION	CONTACT NO.	ANNUAL CPR DATE	CERTIFICATE EXPIRY DATE	FIRST AID LEVEL ATTAINED

3.4 FIRST AID EQUIPMENT AND FACILITIES:

First Aid kits

The YMCA Geelong has provided the number of first aid kits required according to the number of staff and students.

Compliance is achieved by providing:

- **One** first aid kit for **10 to 50** employees*
- **One additional** kit for every additional **50** employees up to **200***
- **One additional** kit for every **100** additional employees above **200*** (WorkSafe, 2008)

*(Consider staff and student numbers)

The first aid kits must:

- Be located in prominent and accessible positions and ensure all staff and students are aware of their location in case of an emergency
- Have their location/s identified with a suitable sign
- Have the name of the person responsible for the kit/s clearly displayed
- Be provided for all company vehicles, where the vehicle is considered to be a workplace

- Be available for all groups that leave the location on prescribed excursions
- Not be locked
- Camp Wyuna does not provide a first aid kit for patrons, they are notified in writing on the booking form that the user group must bring their own first aid kit.

First aid kit contents:

- A first aid kit needs to include:
 - Basic first aid notes
 - Disposable gloves
 - Resuscitation mask
 - Individually wrapped sterile adhesive dressings
 - Sterile eye pads (packet)
 - Sterile coverings for serious wounds
 - Triangular bandages
 - Safety pins
 - Small sterile unmedicated wound dressings
 - Medium sterile unmedicated wound dressings
 - Non-allergic tape
 - Rubber thread or crepe bandage
 - Scissors
 - Tweezers
 - Suitable book for recording details of first aid provided
 - Sterile saline solution
 - Plastic bags for disposal (WorkSafe, 2008)
- Must be checked regularly to certify that contents are complete and current
- Should contain a current first aid manual
- Include emergency number of first aider/s and emergency services
- Contain a content checklist – to be checked and replenished after each use and at the end of each term

For YMCA Geelong excursions, the contents may vary depending on the nature of the hazards in the area (e.g. rural, sporting, etc). A portable first aid kit should be available for use at the scene of an emergency.

3.4 RECORDS:

The YMCA Geelong has established a system for recording all information relevant to the first aid management of an injury or illness.

First aid officers must record all first aid treatments provided. The recording system must include:

- *The date and time of the incident*
- *A description of the incident and/or symptoms*
- *Signs observed by the first aid attendant*

- *Treatment given*
- *Whether the person returned to work/class, went home, or was transferred to a doctor or hospital*

For further information about recording and reporting injuries, illness or incidents refer to the Incident Reporting Procedures Manual (under construction).

Incident/accident record books are kept in the following locations:

LOCATION	PERSON RESPONSIBLE (first aid officer)
<i>e.g. Online reporting system – hard copies kept at reception</i>	

This information must be record on the YMCA Incident Report Form.

3.5 ADMINISTERING MEDICATION:

The YMCA Geelong has designated suitably trained staff to be responsible for the appropriate storage and administration of prescribed and non-prescribed medications to students.

General level 1 & 2 First aid training courses do not teach first aid officers to manage illness and injury using medication.

The dispensing of medication to staff is to be managed by a medical practitioner or Division 1 nurse, not a first aid officer.

When a staff member is authorised to administer specific medications to students, the following information should be provided to the YMCA Geelong:

- Name of student requiring medication listed on the container – written by pharmacist
- Parental authorisation
- Medical practitioner’s instructions
- Specific dosage to be administered to student
- Time medication to be taken by student
- Route medication to be taken e.g. oral, inhalation, injection, etc

All medication dispensed must be recorded. Parental/guardians permission is required to administer analgesics (pain medication) to program participants.

Staff trained to dispense specific medication:

YMCA GEELONG – First Aid Policy Approved)
Created: 12/02/2014 V2- Cheralyn Dabrera
Endorsed SMT- 03/09/2014

NAME	LOCATION	CONTACT NUMBER	TYPE OF MEDICATION	TRAINING PROVIDER

All medication administered, must be recorded by the first aid officer on the YMCA Geelong student database or on the **Medication Administration Record**.

4. DEFINITIONS

5. SCOPE

This policy applies to all employees, and volunteers of YMCA Geelong.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff	<ul style="list-style-type: none"> Adhering to Policy as outlined
Payroll/HR Co-ordinator	<ul style="list-style-type: none"> Maintaining a register of staff with First Aid. Reviewing the Policy every 3 years with the Senior Management Team.
OH&S Officer	<ul style="list-style-type: none"> Ensure Policy is implement with the co-ordiantors/managers at a site level.

7. MONITORING, EVALUATION AND REVIEW

YMCA Geelong actively monitors the policy to ensure it is appropriate for the business needs, health and safety of the staff and that it is in line with branding guidelines. YMCA Geelong supervisors will be authorised to ensure the uniform standards are being met and address staff who are not complying with the policy.

Serious breaches may result in counselling, suspension or termination of employment.

This policy will be reviewed on a three year cycle and monitored by the Senior Management Team through monthly reporting to CEO on compliance to the Policy, Training conducted and breaches to the policy.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Human Resource Policies

- YMCA Geelong Staff Agreements and Employment Contracts
- First aid checklist
- First Aid checklist – first aid personnel
- First Aid checklist – first aid kits
- First Aid checklist – first aid rooms
- Medication Administration Record

Approved by: 03/09/2014

Meeting number and date: SMT 03.09.2014

Resolution number:

Effective date: 03/09/2014

Review date: 03/09/2017

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Amendment history:

Version	Date	Author	Change Description
V1	12/02/2014	Cheralyn Dabrera Payroll & HR Coordinator YMCA Geelong	Draft Policy updated
V2	03/09/2014	Shona Eland	Policy updated and approved
V3			

Adopted by the YMCA Geelong on 03/09/2014



Shona Eland
Chief Executive Officer YMCA Geelong Inc