

YMCA Geelong-Administration of First Aid in Children's Services Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 154-O	04/04/2014	20/03/2017	APPROVED

1. ADMINISTRATION OF FIRST AID IN CHILDREN'S SERVICES POLICY

2. INTRODUCTION

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.

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
- Staff follow procedures of the head, neck and shoulders policy in terms of applying first aid and implementing communication procedures/reporting procedures.

- 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 Training, 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 (effective 1st January 2013)
 - 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. 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.

5. SCOPE

The scope of this policy applies to all approved Children's Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services and Vacation Care conducted by YMCA Geelong.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	<p>YMCA Nominated Supervisor and/or service Management will oversee the implementation and service adherence to this policy (ie policy compliance).</p> <p>Nominated Supervisor and/or Person with Management and Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>All Educators are responsible for the daily implementation of the policy when directly supervising children.</p>
Community Programs Co-ordinator	<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>
Community Programs Co-ordinator	<p>Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.</p> <p>Facilitate annual policy training to Children's Services Educators on the appropriate implementation and use of policy.</p>
CEO	<p>Approve the Policy</p> <p>Provide official sign off on the Policy</p>

7. MONITORING, EVALUATION AND REVIEW

The Administration of First Aid in Children's Services Policy will be reviewed every three years from the date of initial approval in accordance with the YMCA Geelong Policy Framework and National Quality Framework.

The ongoing monitoring and compliance to this policy will be overseen by Community Programs Co-ordinator. Each program will complete an annual self-assessment against this policy and the legislated standards from which it was drawn. 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 delegates of the Department of Education and Early Childhood Development.

The evaluation of the policy will be facilitated by the Children's Services Taskforce actively seeking local stakeholder feedback, particularly educator, family and child feedback, to drive continuous improvement and reflect service users' comments where practical.

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

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)

4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
6. **YMCA Policy and Procedures**
 - a. [YMCA Occupational Health and Safety Policy](#)
 - b. [YMCA First Aid Procedure](#)
 - c. [YNET Manual Hazard Management Procedure](#)
 - d. [YMCA Incident Reporting and Investigation Procedure](#)
 - e. [YNET Policy Library](#) including;
 - i. Medical Conditions in Children's Services Policy
 - ii. Administration of Medication in Children's Services Policy
7. **YMCA Forms and Resources**
 - a. [YMCA Forms for Incident Reporting](#)
 - b. [DEECD Serious Incident Notification Form](#)
 - c. [Medication Record](#)
 - d. [Accident Incident Illness Injury Trauma Record Form \(First Aid Form\)](#)
 - e. [General Hazard Identification Report Form](#)

Approved by: Chief Executive Officer

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Policy Owner: Kimberley Maher, Community Programs Co-ordinator

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Amendment history:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Document created
V2	July 2012	Kimberley Maher	Reviewed
V3	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V4	20/3/2017	Kimberley Maher	Updated Section 3 to include: <ul style="list-style-type: none">• <i>Staff follow procedures of the head, neck and shoulders policy in terms of applying first aid and implementing communication procedures/reporting procedures.</i> Amended <i>Department of Education and Early Childhood Development</i> to <i>Department of Training</i>

As Adopted and reviewed by the YMCA of Geelong Inc on 04/04/2014



Acting Chief Executive Officer YMCA Geelong Inc.