

First Aid Policy

Introduction

The Y Canberra is committed to providing a safe and healthy environment. We recognise our responsibility to provide suitable First Aid facilities and appropriately trained educators and staff to provide an immediate and competent first aid response should it be required.

Policy

Objective

- To maintain a safe environment for workers, families, children and clients
- To ensure Y Canberra services have an appropriate number of staff with first aid qualifications to suit the size and nature of the service
- To ensure licensed Y Canberra services meet all regulatory requirements for first aid, asthma management and anaphylaxis management
- To provide First Aid within Y Canberra services by Y staff members in accordance with the recommended practices of a first aid qualification.
- To document all incidents requiring the provision of First Aid on a Y Canberra Incident form or a Y Canberra First Aid form. To maintain these forms according to organisational and legislative requirements

Procedures

Staff

- Staff will be supported to maintain current and relevant first aid qualifications every 3 years
- Staff in Children's Services, and other units where applicable, will be supported to undertake anaphylaxis and emergency asthma management training every 3 years
- Senior staff will implement and maintain a register of training. This will include First Aid and Anaphylaxis and Emergency Asthma Management where appropriate
- All employee inductions are to include an induction to the First Aid policy and first aid facilities within the service
- Staff rosters will be developed to ensure that there is always at a minimum one qualified First Aider on the premises
- Staff will accurately complete and sign off on all documentation detailing the provision of First Aid or response to an incident within a Y service in accordance with the Critical incident, Injury, Trauma and Illness Policy and Procedure
- Ensure First Aid guides and publications are accessible to the team at all times to assist them in their understanding and administration of First Aid
- Monitor the effectiveness of First Aid implementation
- Develop First Aid plans, in collaboration with staff, for each service or site. This should be maintained online, a hard copy may be posted in staff room or equivalent area for easy staff reference. The plan should document First Aid qualified staff and expiry dates of qualifications, contact details of emergency services, poison hotline and any other relevant emergency contacts, details of the nearest hospital or medical centre, a sketch map identifying location of First Aid kits at the service, First Aid contents checklist, first aid kit stocking process for the service and checklist recording these first aid kit checks

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First Aid Kits and Records

- Ensure that enrolment records for each child or adult include a signed consent form for the administration of First Aid.
- Ensure that membership forms include a signed consent for the administration of First Aid
- Provide an appropriate number of First Aid kits for the size of the workplace and the work environment in line with the Work Health and Safety (First Aid in the Workplace Code of Practice). Kits must be suitably equipped, easily accessible and labels compliant with AS 1319: 1994 - Safety Signs for the Occupational Environment. (see diagram examples below)
- All Children Services sites will aim to include ONE emergency Junior Epi-pen device within the centre First aid kit, to be used only in an emergency and checked by Nominated Supervisor at a minimum every three months and replaced when expired.
- Implement a process for restocking first aid kits and ensuring stock is maintained and in date at all times
- An incident/illness/injury/trauma form or First Aid Form must be completed whenever any first aid is provided. Where the patient is a child the parent/guardian must sign this form when they collect the child
- All records must be logged online as per the YMCA Injury/Illness/Incident and Trauma reporting process policy
- Ensure first aid/incident/injury records are confidentially stored for the specified period of time as required by legislation
- First aid kits must be carried by a designated first aider on any excursion.
- The designated first aider must also carry any emergency medication and copies of action plans for any participants.

Provision of First Aid

- Staff will dial 000, and call for an ambulance when emergency medical treatment is required
- Staff will administer First Aid in accordance with their training and where applicable, the emergency action plan whilst ensuring the patient is comfortable and privacy is maintained
- When the patient is a child, staff will notify the nominated emergency contact person of the nature of the incident/ accident
- Identify the person who has witnessed the incident/injury/illness and collect a witness report of the event
- An incident/illness/injury/trauma form or First Aid Form must be completed whenever any first aid is provided. Where the patient is a child the parent/guardian must sign this form when they collect the child
- All records must be logged online as per the YMCA Injury/Illness/Incident and Trauma reporting process policy

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Examples of approved First Aid Symbols: AS 1319: 1994 - Safety Signs for the Occupational Environment



Definitions

First Aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs

Scope

All Y Canberra staff, volunteers and contractors

Roles and Responsibilities

Department/Area	Role/Responsibility
Management	
Educators	
Families	

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Monitoring, Evaluation and Review

To be reviewed annually

Supporting Documents (links to procedures, legislation, forms, work practices)

Related Policies and Procedures:

- Allergies and Anaphylaxis policy
- Asthma Management policy
- Child Health and Wellbeing policy
- Ear Care in ELC policy
- Critical Injury, Illness, Incident and Trauma policy
- Medication Policy Children Services
- Medical Conditions policy

Standards/ Legislation/References:

- The Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011
- Work Health and Safety (First Aid in the Workplace Code of Practice) Approval 2012
- AS 1319: 1994 - Safety Signs for the Occupational Environment.
- Educational and Care Services National Regulations, 2011
- Education and Care Services National Law Act, 2011
- National Quality Standards: Quality Area 2, Children's Health and Safety
- Staying Healthy – Preventing infectious disease in childhood education and care services / 6th Edition
- Anaphylaxis Guidelines for Early Childhood Education and Care services, NSW Dept. of Education and Communities August 2014

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