
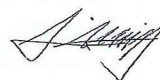


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|  <p><b>YMCA</b><br/>We build strong <b>PEOPLE</b><br/>strong <b>FAMILIES</b><br/>strong <b>COMMUNITIES</b></p> | <b>Management Area:</b><br>CHILDREN'S SERVICES | Pages: [03]<br>Version No: [03]<br>Date: [01/01/2011]                                       |
|   | <b>Sub section (if applicable):</b>            | Signed:  |
| <b>Policy Title: FIRST AID: FACILITIES AND QUALIFICATIONS</b>   |  | <b>Author: CHILDCARE TASKFORCE</b>  |

## 1. Scope

- 1.1. Staff, management, families & children

## 2. Policy Statement

The YMCA believes that first aid equipment and facilities should be available to all staff, children and visitors in the centre and while on excursions. All staff will be encouraged to undertake first aid training as part of their conditions of employment to ensure full and proper care of all is maintained.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. Accidents Policy
- 3.2. Duty of care Policy
- 3.3. Illness and Infectious Diseases Policy
- 3.4. In-service training an Development Policy
- 3.5. Medication Policy

## 4. Responsibilities & Delegations



- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles



## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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## PROCEDURES

- Material Safety Data Sheets (MSDS) must be available for all hazardous materials.
- All staff members present will be in possession of a current senior first aid certificate.
- A current first aid certificate or willingness to undergo training will be advertised for all new positions.
- Staff will undergo first aid training as part of their condition of employment. Staff will renew their certificates as required.
- A fully stocked and updated first aid kit will be kept in the designated locked and secured place in the centre. Staff are to ensure that this is easily accessible to all staff and kept inaccessible to the children.
- A separate traveling first aid kit will be also maintained and taken on all excursions.
- The first aid kit will contain the minimum equipment suggested by the appropriate authority.
- A first aid manual will also be kept at the centre.
- A cold pack will be kept in the freezer for treatment of bruises and strains.
- Portable hot/cold pack should be in the traveling First Aid packs.
- An inventory of the kits will be maintained to ensure all items are fully stocked and within used by dates.
- The Co-ordinator will oversee the regular maintenance of the first aid kits.
- Staff and relief workers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it in the orientation process.
- Qualified first aiders will only administer first aid in minor accidents or to stabilize the victim until expert assistance arrives in more serious accidents.
- Telephone numbers of emergency contacts, local doctor and poisons centre will be located next to the phone.
- Accurate reports/paperwork to be maintained. All reports must go to the OH&S Officer and with all major reports you must phone the Area Manager with in 24 hours.

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## 7. Version History

| Version | Description of changes           | Author    | Effective Date |
|---------|----------------------------------|-----------|----------------|
| 2       | Review and update.<br>New format | M. Rupnik | December 2009  |
| 3       | New structure                    | AM. Nolan | January 2011   |
|         |                                  |           |                |

I endorse the First Aid Facilities and Qualifications Policy.

Name: Anne-Mary Nolan  
Children's Services Program Manager

Signature:



Date: 10 January 2011

Name: Liam Whitley  
General Manager Children's Services

Signature:



Date: 10 January 2011

