
	Management Area: Children's Services	Version No: 3.0 Pages: 4
	Category of Policy: Operational	Approval Date: 12/07/2023 Policy Approver: Head of Children's Services
Policy Title: Administration of First Aid Policy		Author: YMCA of SA

YMCA SOUTH AUSTRALIA

Administration of First Aid Policy

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1. Purpose

YMCA Children's Services is committed to ensuring they provide a safe environment to all children and young people in their care. This policy outlines the key requirements of safe and effective administration of first aid in case of an incident, injury, illness or trauma and assists legal and moral obligation to ensure the ongoing safety and protection of children and young people in our care.

2. Scope

The scope of this policy applies to all Board members, Sub Committee members, educators, and volunteers. This policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this policy.

3. Policy Statement


First Aid will be administered within YMCA Children's Services by educators who hold an approved and current first aid qualification.

In compliance with the Education and Care Services National Regulations and YMCA's policy, all Education and Care First Aid Kits must be:

- Appropriate in number having regard for the number of children or young people attending a service or program.
- Suitably equipped.
- Easily recognisable and readily accessible.
- Taken on all excursions and routine outings.
- Monitored, ensuring all contents of the first aid kit are in date and replacement of stock takes place regularly.
- Clear signage showing the location of first aid kits.

4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>

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Responsible Persons	Nominated supervisor/service management will oversee the implementation and service adherence of the policy.
	Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.
	Is responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy.
	Responsible for ensuring suitable resources and support systems to enable compliance with this policy.
All employees, volunteers & students	Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
	Responsible for meeting the requirements outlined in this policy.
	Responsible for raising concerns or complaints in accordance with this policy.

5. Definitions

Services

The scope of this policy applies to all approved Children's Services that operate under The Education and Care Services National Regulations 2011.

Volunteer

Can be a YMCA volunteer, student on practicum placement.

Approved First Aid Qualification


A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training are published on the ACECQA website.

Duty of Care

A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

First Aid

The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening, and promote recovery. First aid training should be delivered by approved first aid providers.

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First Aid Kit

Are a combination of equipment and personal protective equipment. First Aid Kits are collections of life saving equipment or materials that is used in case of emergencies to help aid a wound or at times to increase the life of a victim until a time when the injured can get medical assistance if needed.

6. Key Relevant Documents

- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- Administration of First Aid Procedure
- South Australian Public Health Act 2011
- Work Health and Safety Act 2012

7. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

8. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	12/07/2023	Removed interstate references. Updated legislative and industry requirements. Updated document name. Added procedure reference.	12/08/2023	July 2025
3.0	26/05/2025	Reviewed. No changes needed.	26/05/2025	May 2027