

Y Whittlesea First Aid Policy

1. Purpose:

Y Whittlesea is committed to providing a safe and responsive environment for all children and young people in our care. This policy outlines our responsibilities in the safe administration of first aid and sets out procedures to ensure all incidents, injuries, illnesses, and trauma are managed promptly, effectively, and in accordance with our legal and moral obligations.

2. Scope:

This policy applies to all Y Whittlesea Children's Services staff, educators, management, volunteers, students, and families.

3. Policy:

Providing prompt and appropriate first aid helps prevent minor injuries or illness from becoming more serious and ensures that all children are protected from harm. In accordance with the *Education and Care Services National Law* and *National Regulations*, Y Whittlesea ensures:

- All educators maintain up-to-date, ACECQA-approved first aid, anaphylaxis, and asthma management qualifications.
- First aid kits are fully stocked, clearly labelled, and accessible at all times.
- First aid is administered only by trained staff.
- All incidents are recorded and reported to families and, where applicable, to the regulatory authority.
- Families are supported and informed when their child has been involved in an incident.

4. Responsibilities

Approved Provider / Nominated Supervisor

- Ensure all first aid policies and procedures comply with current legislation and are reviewed regularly.
- Ensure every service has a nominated First Aid Officer.
- Provide and maintain fully equipped, accessible first aid kits (including transportable kits for excursions).
- Ensure all staff have up-to-date ACECQA-approved first aid, asthma, and anaphylaxis qualifications.
- Ensure induction includes first aid procedures, kit locations, and child-specific medical needs.
- Notify the Regulatory Authority within 24 hours of any serious incident.
- Ensure staff receive debriefing and support following a serious incident.
- Ensure families provide written consent for the administration of first aid and emergency medical care.

Educators and Staff

- Hold and maintain current ACECQA-approved qualifications in first aid, asthma, and anaphylaxis management.
- Administer first aid in accordance with training and service procedures.
- Ensure children are supervised while first aid is being administered.
- Record all incidents accurately using the Incident, Injury, Trauma and Illness Record.
- Inform families of incidents within 24 hours.
- Conduct risk assessments for excursions and ensure first aid kits are taken.
- Be aware of children with allergies and medical conditions and respond appropriately in an emergency.

Families

- Provide accurate and up-to-date medical information upon enrolment.
- Provide a medical management plan if required (e.g. for asthma, anaphylaxis).
- Supply all necessary medications (e.g. EpiPen, puffer) each day the child attends.

- Provide written consent for staff to administer first aid and seek emergency medical care.
- Be contactable or have emergency contacts available during service hours.
- Collect their child promptly if they are unwell or injured.
- Inform educators of any change in their child's health or medical needs.

5. Related policies, procedures and supporting documents:

- First Aid procedure
- Medical conditions policy
- Child Safe environment
- Acceptance and refusal of authorisations
- Excursion policy
- Accident, illness, trauma and Injury policy
- Enrolment and orientation policy
- Dealing with infectious diseases policy

6. Legislative and Industry Requirements: [here](#) to Legislative Compliance Register

7. Consequences of breaching this policy: All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

8. Policy owner: The General Manager Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

9. Document Control: Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
3.0	Separated Policy from procedure	Farryn Burrill	30/06/2025	July 2025
2.0	Review	GZ	11/2/22	March 2022
1.0	Reviewed and approved	Children and families leadership team	29/03/2019	April 2019