

The Y Geelong First Aid Policy

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 119-0	26/03/2026	05/03/2026	APPROVED

1. FIRST AID POLICY

2. INTRODUCTION

The Y Geelong is committed to the provision of an effective system of first aid management to protect the health and safety of all the Y Geelong employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004 and Occupational Health and Safety Regulations 2017. The Y Geelong policy applies to all who may be affected by injuries or illness resulting from the Y Geelong activities, whether on or off the Y Geelong location.

3. POLICY

- 3.1 YMCA Geelong First Aid Policy responds to the First Aid in the Workplace – Compliance Code 2021 Edition 1 (Option 1 Prescribed Approach) and **Education and Care Services National Law Act 2010**

The 'First Aid' policy available in the following locations:

LOCATION: Policy Library on www.geelong.ymca.org.au
Newtown- Reception and Gymnastics Gym in Policy and Procedure manual
Camp- Camp Office and Camp kitchen in Policy and Procedure manual
North Geelong- Reception Gym hall in Policy and Procedure manual
Bannockburn- Reception in Policy and Procedure manual
OSHC- SHP reception

3.2 FIRST AID OFFICERS:

The Y Geelong has provided the number and qualification level of first aid officers required.

Compliance is achieved by providing: (WorkSafe, 2008)

- **One first aid officer for 10 to 50 employees***

- **Two** first aid officers for **51 to 100** employees*
- **An additional first aid officer** for every additional **100** employees*
*(Consider staff and student numbers)

3.2.1 Rosters for all shifts must adhere to the above ratios

3.2.2 All except Children's Services

- Duty Managers,
- Shift Supervisors
- Centre Director
- Operations Director
- Gymnastics Director
- Centre Managers or Centre Co-ordinator
- Chief Executive Officer
- Chief Operating Officer
- Program Co-ordinators including (Recreation Gymnastics Co-ordinator/s, Competitive Gymnastics Coordinator/s, MAG Coordinator, Pre-school/School Co-ordinator, Maintenance Coordinator, Catering Coordinator, Lead Cooks, OHS Co-ordinator, Stadium Sports Coordinator)

- Program Leaders,
- Program Assistants

must maintain a current HLTAID011 First Aid qualification and HLTAID009 CPR qualification

3.2.3 Children's Services

- Lead Educators
- Educators
- OSHC/Vacation Care Support Staff
- School Holiday Program Co-ordinator,

must maintain a current HLTAID012 First Aid qualification and HLTAID009 CPR qualification

3.2.4 Or any position deemed to require First Aid qualifications and outlined in the position description.

Lists of first aid officers and contact details should be clearly displayed in the following locations:

3.2.5 First Aid Officer Details:

Bannockburn

List found in first aid cabinet in reception

Camp Wyuna

List found in first aid cabinet in the office

Community Programs

List found in first aid cabinet in reception

Corporate Services

List found in first aid cabinet in reception

Newtown/North Geelong

List found in first aid cabinet in reception and on the gymnastics floor

3.3 First Aid Officer Training:

3.3.1 The Y Geelong has ensured that all the Y Geelong first aid officers have undergone recognised first aid training.

3.3.2 The Y Geelong maintains a registry of all first aid officers, listing first aid qualifications and renewal date.

3.3.4 The cost of attendance at recognised first aid training courses will be met by the Y Geelong as required in 3.2.2

3.3.5 The minimum acceptable level of training for first aid officers for all Y Geelong workplaces is defined in clause 3.2.2 and 3.2.3.

First aid qualifications:

- a) All staff required to provide first aid (HLTAID012) must have satisfactorily completed a recognised first aid training course which is renewed **every 3 years.**
- b) All staff required to provide first aid (HLTAID011) must have satisfactorily completed a recognised first aid training course which is renewed **every 3 years.**
- c) Cardiopulmonary resuscitation (CPR HLTAID009) training must be undertaken **annually.**
- d) Employers need to ensure that the qualifications of first aid officers is current (WorkSafe Compliance to Code - First Aid in the Workplace 2021)
- e) Details of level of training attained and renewal date are recorded on the first aid training registry
- f) Staff members can alternatively have an equivalent qualification being a First Aid Qualification HLTAID011 in addition 22556VIC - Course in the Management of Asthma Risks and Emergencies in the Workplace and 22578VIC - Course in First Aid Management of Anaphylaxis. The 22556VIC and 22578VIC will be recognised from the 16th January 2023. Employees completing the alternative courses; HLTAID011, 22556VIC and 22578VIC will also be required to renew every 3 years.
- f) The Y Geelong will pay for the completion of the bridging courses, 22556VIC and 22578VIC for new employees who join the Y Geelong to work in OSHC or Vacation Care and have a current a HLTAID011 as their role within an existing Education and Care setting to become compliant, commencing from 16th June 2023.
- g) First aid officers are required to provide proof of booking receipt or certificate of completion prior to the date of expiry for

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- - First Aid HLTAID011 (as defined in clause 3.2.2) or
- - First Aid HLTAID012 or
- - HLTAID011 along with 22556VIC - Course in the Management of Asthma Risks and Emergencies in the Workplace and 22578VIC - Course in First Aid Management of Anaphylaxis and
- - HLTAID009 Cardiopulmonary Resuscitation

3.3.6 Additional training may be required to manage students with chronic health issues such as Diabetes, Asthma, Epilepsy, Anaphylaxis etc and the cost of the training is to be determined by the centre manager/CEO.

3.3.7 First Aid Training Registry is maintained on YMCA Geelong Human Resource Information Systems (HRIS), Employment Hero and maintained by the People and Culture Team and monitored for compliance by site managers.

3.4 FIRST AID EQUIPMENT AND FACILITIES:

First Aid kits

The Y Geelong has provided the number of first aid kits required according to the number of staff and students.

Compliance is achieved by providing:

- **One** first aid kit for **10 to 50** employees*

3.4.1 The first aid kits must:

- Be located in prominent and accessible positions and ensure all staff and students are aware of their location in case of an emergency
- Have their location/s identified with a suitable sign
- Have the name of the person responsible for the kit/s clearly displayed
- Be provided for all company vehicles, where the vehicle is considered to be a workplace
- Be available for all groups that leave the location on prescribed excursions
- Not be locked

3.4.2 First aid kit contents:

- A first aid kit needs to include:
 - Basic first aid notes
 - Disposable gloves
 - Resuscitation mask
 - Individually wrapped sterile adhesive dressings
 - Sterile eye pads (packet)
 - Sterile coverings for serious wounds
 - Triangular bandages

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- Safety pins
- Small sterile unmedicated wound dressings
- Medium sterile unmedicated wound dressings
- Non-allergic tape
- Rubber thread or crepe bandage
- Scissors
- Tweezers
- Suitable book for recording details of first aid provided
- Sterile saline solution
- Plastic bags for disposal (WorkSafe, 2008)
- Must be checked regularly to certify that contents are complete and not expired.
- Should contain a current first aid manual
- Include emergency number of first aider/s and emergency services
- Contain a content checklist – to be checked and replenished after each use and at the end of each term

For the Y Geelong excursions, the contents may vary depending on the nature of the hazards in the area (e.g. rural, sporting, etc). A portable first aid kit should be available for use at the scene of an emergency.

3.5 RECORDS:

The Y Geelong has established a system for recording all information relevant to the first aid management of an injury or illness.

First aid officers must record all first aid treatments provided. The recording system must include:

- *The date and time of the incident*
- *A description of the incident and/or symptoms*
- *Signs observed by the first aid attendant*
- *Treatment given*
- *Whether the person returned to work/class, went home, or was transferred to a doctor or hospital*

For further information about recording and reporting injuries, illness or incidents refer to the Incident Reporting Procedures Manual.

Incident/accident record books are kept in the following locations:

LOCATION	PERSON RESPONSIBLE
<i>e.g. Online reporting system – hard copies kept at reception</i>	(first aid officer)

This information must be record on the Y Incident Report Form.

3.6 ADMINISTERING MEDICATION:

3.6.1 The Y Geelong has designated suitably trained staff to be responsible for the appropriate storage and administration of prescribed and non-prescribed medications to students.

3.6.2 HLTAID011 First aid training courses do not teach first aid officers to manage illness and injury using medication

3.6.3 The dispensing of medication to staff is to be managed by a trained First Aid Officer HLTAID012 for Asthma or Anaphylaxis. Medication disbursement in Children’s services is in accordance with the YG 114-O Medications and Medical Conditions in Children's Service Policy (APPROVED)

3.6.4 All medication dispensed must be recorded. Parental/guardians permission is required to administer analgesics (pain medication) to program participants.

3.6.5 All medication administered, must be recorded by the first aid officer on the Y Geelong student database or on the ***Medication Administration Record***.

4. DEFINITIONS

5. SCOPE

This policy applies to all employees, and volunteers of the Y Geelong.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff	<ul style="list-style-type: none">Adhering to Policy as outlined
People and Culture Director	<ul style="list-style-type: none">Maintaining a register of staff with First Aid.Reviewing the Policy every 3 years with the Senior Management Team.
OH&S Officer	<ul style="list-style-type: none">Ensure Policy is implemented with the co-ordinator/managers at a site level.

7. MONITORING, EVALUATION AND REVIEW

The Y Geelong actively monitors the policy to ensure it is appropriate for the business needs, health and safety of the staff and that it is in line with branding guidelines. The Y Geelong supervisors will be authorised to ensure the uniform standards are being met and address staff who are not complying with the policy.

Serious breaches may result in counselling, suspension or termination of employment.

This policy will be reviewed on a three year cycle and monitored by the Senior Management Team through monthly reporting to CEO on compliance to the Policy, Training conducted and breaches to the policy.

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

- [Compliance Code 2021](#) ('code') provides practical guidance for those who have duties under the Occupational Health and Safety Act 2004 ('OHS Act') and the Occupational Health and Safety Regulations 2017 ('OHS Regulations'). The code was developed by WorkSafe Victoria ('WorkSafe') in consultation with employer and employee representatives.
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Education and Care Services National Law Act 2010
YG 114-O Medications and Medical Conditions in Children's Service Policy
Medication Administration Record

Human Resource Policies

- The Y Geelong Staff Agreements and Employment Contracts
- First aid checklist
- First Aid checklist – first aid personnel
- First Aid checklist – first aid kits
- First Aid checklist – first aid rooms
- Medication Administration Record

POLICY HISTORY

Approved by: SLT

Meeting number and date: 26/03/2026

Resolution number:

Effective date: 26/03/2026

Review date: SLT26/03/2026

Policy Owner: CEO

Contact Details policy owner: Ph: 5223 2714 E: shona.eland@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	12/02/2014	Cheralyn Dabrera Payroll & HR Coordinator	Draft Policy updated

		YMCA Geelong	
V2	03/09/2014	Shona Eland	Policy updated and approved
V3	23.08.2018	SMT	Updated clause 3.4 deleted “ Camp Wyuna patrons are required to bring their own first aid kits
V4	16.06.2023	Katelyn Hancock	<ul style="list-style-type: none"> • Updated clause 3.3 to include the Y will accept and pay for the bridging courses 22556VIC - Course in the Management of Asthma Risks and Emergencies in the Workplace and 22578VIC - Course in First Aid Management of Anaphylaxis. Payment will only be for new employees joining the Y from an Education and Care Setting. Y
V5	9.10.2023	Adele Andrew	<ul style="list-style-type: none"> • Changed Payroll/HR Coordinator to People and Culture Director • Updated to new logo • Updated YMCA to The Y
V6	08.11.2023	Shona Eland	<p>Reviewed Policy to address Compliance Code – First Aid in Workplaces Option 1 or 2 for consultation with SLT and HSR.</p> <p>Updated Clause 1 ,3.1 ,3.2, 3.5,8</p>
V7	16.05.2024	Emily Watson	Updated 3.2 List of First Aid Officers at each site.
V8	10.06.2024	Greg Mason Adele Andrew	<ul style="list-style-type: none"> • Referenced Compliance Code First Aid in the Workplace Edition 1 • Updated clause 3.2.2 and 3.2.4 roles requiring First Aid qualification

			<ul style="list-style-type: none"> • Updated clause 3.2.5 with where to find the First Aid officers list. • Added additional clause numbers and item a) – g) within clause 3.3 • Deleted – Employees working in Vacation Care and OSHC must have HLTAID012 qualification renewed every 3 years • Updated • Updated 3.3.5 items • Added additional clause numbers within clause 3.4 • Added additional clause numbers within clause 3.6 • Removed Policy owner Shona Eland and left as CEO. • Updated phone number to 52232714 • Formatting changed to help follow easier
V9	05.03.2026	Adele Andrew	<ul style="list-style-type: none"> • Clause 3.2.2 changed HLTAID 012 to HLTAID 011 • Removed School Holiday Coordinator from Clause 3.2.2 and added to Clause 3.2.3 • Clause 3.3.5 removed reference to HLTAID012 and added defined in clause 3.2.2 and 3.2.3. • Added Clause 3.3.5 b) • Re numbered 3.3.5 c to g) <ul style="list-style-type: none"> • Added - First Aid HLTAID011 (as defined in clause 3.2.2) or to Clause 3.3.5 g)

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			<ul style="list-style-type: none">• Fixed typo missing the word "the" in Clause 3.3.7•
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Adopted by the Y Geelong on 26/03/2026



Shona Eland
Chief Executive Officer YMCA Geelong Inc