



Qualification Specification

Highfield Level 3 International Award in Emergency Paediatric First Aid

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Highfield Level 3 International Award in Emergency Paediatric First Aid

Introduction

This qualification specification is designed to outline all you need to know in order to offer this qualification in your Centre. If you have any further questions, please contact your Centre Manager.

Qualification Details

The Highfield Level 3 International Award in Emergency Paediatric First Aid has been developed by Highfield, the UK and Middle East's leading supplier of safety and compliance-based qualifications.

Key Facts

Recommended Duration	6 hours (1 day)
Assessment Method:	Practical assessment and multiple-choice theory assessment

Qualification Overview

This qualification is intended for learners already working or preparing to work in the industry and to provide candidates, who are responsible for the welfare of infants and children, with the necessary knowledge, understanding and skills to support first aid and the use of a defibrillator in the workplace.

Learners gaining this qualification will know that First Aid is the responsibility of everyone involved in the working environment.

Topics within this qualification include: understanding the role of the paediatric first aider; assessing emergency situations and acting safely and effectively; providing first aid for an infant and a child: who are unresponsive and breathing normally and who are unresponsive and not breathing normally; who are wounded and bleeding and who are suffering from shock.

Important Note: Highfield MEA recommends that you contact the relevant Government Department in the country that you want to deliver this qualification, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield MEA approves centres based on its own criteria but does not represent any other organisations or departments.

Entry Requirements

Centres are responsible for ensuring candidates can meet the necessary standard of language in which the course is being delivered. It is recommended that learners are a minimum of 14 years of age; however, centres will need to assure themselves that learners, whatever their age, are physically capable of completing the practical assessment.

Delivery and Assessment Ratios

To effectively deliver and assess this qualification, it is recommended that Centres do not exceed the ratio of 1 qualified tutor to a maximum of 12 learners in any one instance.

Centre Requirements

Highfield requires Centres involved in the delivery of this qualification have the following resources in place and ensure that all learners have access to them:

- A minimum of 1 child resuscitation manikin between a maximum of 4 learners, and 1 baby manikin between a maximum of 4 learners
 - Safety procedures in place for manikin faces e.g. Facilities to sterilise the manikin faces at the end of each course or one disposable face shield per learner or manikin face wipes to be used after each learner's demonstration;
 - Replacement airways and lungs for each resuscitation manikin to be changed at the end of each course;
 - a minimum of 1 disposable training dressing per learner
 - a minimum of 1 pair of disposable gloves (not latex) per learner
 - a minimum of 1 first aid kit
 - training rooms that have carpeted floors or mats/blankets provided for practical sessions
 - adequate training and assessment facilities to accommodate learners on course; and
 - a training room which is safe, has adequate ventilation, lighting sufficient for learners to read easily, and temperature suitable to maintain the comfort of learners for knowledge and practical training and assessment. It is also required that training rooms are able to cater for people with special needs (where appropriate – please refer to the Highfield Reasonable Adjustment Policy).
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Guidance on Assessment

The qualification is assessed using the Highfield assessment pack and is split into two component parts. Further guidance on assessments and use of the assessment pack is in the Tutor assessor pack, available in the members' area of the website.

- **Practical assessment:** This practical assessment is completed throughout the course delivery. This ongoing assessment requires learners to demonstrate practical first aid skills. The practical assessment topics can be found on the **Assessment Crib Sheet** which the Assessor should refer to.
- **Centre-marked multiple-choice theory assessment:** Learners are required to answer a series of questions, using the **Examination Answer Sheet (EAS)**, available to download from the members' area of the website **OR** assessors can use oral questioning, referring to the **Assessment Crib Sheet** for the knowledge topics. Where the assessor marks a learner as 'refer' to any of the questions, Assessors must record additional questions asked of learners, together with the learner's response, within the '**Assessor comments on any further questioning used**' space provided on the **EAS**.

The theory assessment paperwork **must be retained** by the centre and submitted to Highfield if requested.

Learners must achieve a pass in each element of the theory and practical assessments in order to pass the qualification. The recording of the practical and theory assessment **outcomes** will be via the Assessment Pack, which is available to download from the Highfield website. The completed practical assessment pack **must be submitted** to Highfield for quality assurance checks and processing.

A full explanation of how to use the Highfield assessment paperwork is provided in the **Tutor, Assessor and Internal Quality Assurance Support Pack**, available to download from the Members' Area of the Highfield website.

It is recommended that learners retake the qualification every 3 years, to confirm their competence. It is also recommended that learners refresh their knowledge every year.

Guidance on Quality Assurance

Highfield strongly recommends that centres have an internal quality assurance process and policy in place. Internal quality assurance (IQA) must be completed by an appropriately experienced person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring. The IQA must:

- Meet the tutor requirements/have sufficient training and assessment experience in first aid;
- Check that the delivery and assessment is in line with the qualification requirements;
- Check that all assessment paperwork is completed accurately; and
- Ensure an audit trail is provided for internal quality assurance

Highfield will conduct external quality assurance engagements to support Centres in the effective implementation and on-going management of this qualification. For example, this could be conducted via Highfield sampling Centre paperwork or conducting support visits to Centres.

Geographical Coverage

This qualification has been developed for learners outside of the UK.

Tutor /Assessor Requirements

Highfield requires nominated tutors/assessors to:

- hold a valid **First Aid at Work (CPR All Ages)** certificate or other valid advanced first aid certificate or a **Level 3 Award in Paediatric First Aid** certificate. Highfield will consider other first aid/medical qualifications, and experience, on a case-by-case basis.
- hold a valid teaching/training/first aid instructor certificate or have relevant experience deemed acceptable by Highfield.

Tutors/assessors who have evidence of delivering a minimum of 30 hours of accredited formal training per year, in a relevant qualification, may requalify to deliver/assess this and similar qualifications through completion of the qualification assessment only or a reduction in the learning hours, at the discretion of Highfield.

Reasonable Adjustments and Special Considerations

Highfield Qualifications has measures in place for learners who require additional support. Reasonable adjustments such as additional time for the exam; assistance during the exam such as

using a scribe or a reader, is available upon approval from Highfield. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance on this.

www.highfieldinternational.com/policies

ID Requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the assessor. The assessor must note the type of photo identification provided by each learner on the learner list document. Highfield will accept the following as proof of a learners' identity:

- National identity card (e.g. Emirates ID card);
- Valid passport (any nationality);
- Signed photo card driving licence; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card

For more information on learner ID requirements, please refer to the Highfield Examination and Invigilation Regulations within the Core Manual..

Progression

Progression and further learning routes include:

- Highfield Level 3 International Award in Paediatric First Aid, the Use of an AED and Managing Illness and Injury;
- Highfield Level 3 International Award in First Aid at Work and the Use of an AED.

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your Centre Manager for further information.

Useful websites

- www.highfieldinternational.com/first-aid/first-aid-videos (For First Aid Videos)
 - www.highfieldqualifications.com/products/training-resources (Highfield Products)
 - The Resuscitation Council (UK) www.resus.org.uk
 - Health and Safety Executive www.hse.gov.uk
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Recommended Training Materials

The following resources have been reviewed by Highfield and are recommended training materials for users of this qualification:

- Morley, J. & Sprenger, C. *Paediatric First Aid Handbook*. Highfield International
 - Morley, J. & Sprenger, C. *Paediatric First Aid Training Presentation*. Highfield International
 - Morley, J. & Sprenger, C. *BLS & AED Handbook*. Highfield International
 - Morley, J. & Sprenger, C. *BLS & AED Training Presentation*. Highfield International
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Appendix 1

Unit Title: International Emergency Paediatric First Aid

Level: 3

Hours: 6

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand the role of the paediatric first aider.	1.1 State the responsibilities of a paediatric first aider. 1.2 Describe how to minimise the risk of infection to yourself and others. 1.3 Describe suitable first aid supplies and how they are used appropriately. 1.4 Define an infant and a child for the purposes of first aid treatment.
2. Be able to assess an emergency situation and act safely and effectively.	2.1 Demonstrate how to conduct a scene survey. 2.2 Demonstrate how to conduct a primary survey on an infant and a child. 2.3 Identify when and how to call for help.
3. Be able to provide first aid for an infant or a child who is unresponsive and breathing normally.	3.1 Demonstrate how to place an infant and a child into the appropriate recovery position. 3.2 Describe how to continually assess and monitor an infant or a child whilst in your care.
4. Be able to provide first aid for an infant or a child who is unresponsive and not breathing normally.	4.1 Identify when to administer CPR to an: • unresponsive infant; and • unresponsive child who is not breathing normally. 4.2 Demonstrate how to administer CPR using an infant and a child manikin. 4.3 Describe how to deal with an infant or a child who is experiencing a seizure.
5. Be able to provide first aid for an infant and a child who has a foreign body airway obstruction.	5.1 Distinguish between a mild and a severe airway obstruction. 5.2 Demonstrate how to treat an infant and a child who is choking. 5.3 Describe the procedure to be followed after administering the treatment for choking.
6. Be able to provide first aid to an infant or a child who is wounded and bleeding.	6.1 Explain common types of wounds. 6.2 Explain the types and severity of bleeding and the affect that they have on an infant or a child. 6.3 Demonstrate the safe and effective management for the control of minor and major external bleeding. 6.4 Explain how to administer first aid for minor injuries.

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
7. Know how to provide first aid to an infant or a child who is suffering from shock.	7.1 Describe how to recognise and manage an infant or a child who is suffering from shock. 7.2 Describe how to recognise and manage an infant or a child who is suffering from anaphylactic shock.