



www.highfieldinternational.com

Qualification Specification

Highfield Level 2 International
Award in Paediatric First Aid
and the Safe Use of an
Automated External Defibrillator

Version 2: May 2019

Contents

Introduction	3
Qualification Details	3
Key Facts	3
Qualification Overview	3
Entry Requirements	3
Delivery and Assessment Ratios	4
Guidance on Assessment	4
Guidance on Quality Assurance	4
Centre Requirements	4
Geographical Coverage	5
Tutor /Assessor Requirements	5
Reasonable Adjustments and Special Considerations	5
ID Requirements	5
Progression	6
Useful websites	6
Recommended Training Materials	6
Appendix 1	7

Highfield Level 2 International Award in 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 2 International Award in Paediatric First Aid and the Safe Use of an Automated External Defibrillator 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 that learners can meet the necessary standards of the language in which the course is being delivered.

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.

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.

1. **Practical Observation:** This practical assessment is completed throughout the course delivery. This ongoing assessment requires learners to demonstrate practical first aid skills. The practical assessment will be recorded using the practical matrix within the Assessment Pack.
2. **Centre-marked multiple-choice theory assessment:** Learners are required to answer a series of questions, contained within the theory exam papers, available to download from the members' area of the website. If further questioning was done for areas where learners did not pass, this must be recorded on the MCQ paper. Oral questioning may be used. In this case, the assessor should record the responses of learners on the knowledge capture sheet that is available in the download area.
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.

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 is required to externally quality assure the qualification and support Centres in the implementation and management of the award. Highfield will support Centres with external quality assurance via Centre engagements and desk-based reviews.

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:

- 1 training defibrillator available for every 4 learners;
- 1 child resuscitation 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;
- 1 disposable training dressing per learner;
- 1 pair of disposable gloves (not latex) per learner;
- 1 first aid kit;

- Training rooms that have carpeted floors or mats/blankets provided for practical sessions;
- Adequate training and assessment facilities to accommodate candidates on course; and
- A training room which is safe, has adequate ventilation, lighting sufficient for candidates to read easily, and temperature suitable to maintain a 'short sleeve' environment. It is also required that training rooms can cater for people with special needs (where appropriate).

Geographical Coverage

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

Tutor /Assessor Requirements

Highfield requires nominated tutors/assessors to have:

- A valid and recognised first aid at work certificate, or equivalent
- Knowledge and competency in the delivery of first aid training
- Knowledge and competency in the assessment of first aid training

Nominated tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

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 has measures in place for learners that require additional support. Please see the Highfield Reasonable Adjustments Policy.

ID Requirements

All candidates must be instructed, ahead of the course/assessment when the candidate registers and/or with any pre-course materials, to bring photographic identification to the assessment to be checked by the invigilator.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is the person they are claiming to be. All Centres are therefore required to ensure that each candidate's identification is checked before they are allowed to sit the examination/assessment and write the type of photo identification provided by each candidate on the Candidate List under "Identification Provided". Highfield will accept the following as proof of a candidates Identity:

- National identity card (i.e. Emirates ID Card);
 - Valid passport (any nationality);
 - Signed photo card driving licence;
 - Valid warrant card issued by police, local authority or equivalent; or
 - Other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card.
 - Coloured Photograph (not more than 6 months old)
-

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

Progression

Progression and further learning routes include:

- Highfield Level 2 International Award in Paediatric First Aid, the Safe Use of an Automated External Defibrillator and Managing Illness and Injury;
- Highfield Level 3 International Award in First Aid at Work and the Safe Use of an Automated External Defibrillator.

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 (Highfield International)
 - www.highfieldqualifications.com (Highfield UK)
 - www.highfieldproducts.com (Highfield Products)
-

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. (2016). *Paediatric First Aid Handbook*. Highfield International
 - Morley, J. & Sprenger, C. *Paediatric First Aid Training Presentation*. Highfield International
 - Morley, J. & Sprenger, C. (2016). *BLS & AED Handbook*. Highfield International
 - Morley, J. & Sprenger, C. *BLS & AED Training Presentation*. Highfield International
-

Appendix 1

Unit Title: International Paediatric Emergency First Aid
Level: 2
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: <ul style="list-style-type: none"> • 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.

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	6.4 Explain how to administer first aid for minor injuries.
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.