

# Paediatric first aid and due diligence checks





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To comply with the Department for Education's Statutory Framework for Early Years Foundation Stage, it's a requirement for every early years setting to have at least one person with a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present, and available to accompany children taken on outings.

To be counted in mandatory supervision ratios, all newly qualified Level 2 or 3+ practitioners must hold a current PFA or emergency PFA certificate. Practitioners will be allowed a three month 'grace' period to complete PFA training after starting work with a new employer.

## Paediatric first aid personnel and level of training

Paediatric first aid applies to two age groups: 0-1 as babies, and 1-8 as children. Anyone older than this would be treated using the adult protocols.

There are two levels of paediatric first aiders and training:

- Emergency paediatric first aid, lasting for a minimum of six hours (classroom setting).
- Paediatric first aid, lasting for a minimum of 12 hours (this can be a combination of six hours classroom and six hours online training, or 12 hours classroom).

You'll need to carry out an assessment of PFA needs in your early years setting to ensure the appropriate amount and balance of first aiders with full PFA training and emergency PFA training. This ensures adequate first aid cover for children and peace of mind for parents.

PFA courses don't normally include adult procedures, and adult courses cover topics that aren't included in PFA. Speak to your training provider for options to extend courses with additional topics.

## Emergency paediatric first aid course – topics covered

This course will give you an in-depth understanding of the role and responsibilities of the emergency paediatric first aider, and you'll learn how to assess an emergency situation and prioritise your actions. This course covers:

- Anaphylaxis
- Bleeding
- Infant and child resuscitation (CPR)
- Choking (infant or child)
- Communication and casualty care
- Managing a situation
- Role of the first aider
- Seizures
- Fainting
- Shock
- Unresponsive infant or child



## Paediatric first aid course – topics covered

The 12-hour paediatric first aid course builds on emergency scenarios and covers additional elements practitioners might face in early years settings. For blended learning (online and face-to-face), ensure face-to-face assessment is conducted during the latter part of training.

The full PFA course should last for a minimum of 12 hours (excluding breaks) and cover the following topics:

### Face-To-Face

- Managing an emergency (practical)
- Role of the first aider (including knowledge of Health & Safety regulations)
- Communication and casualty care
- Infant and child resuscitation (CPR)
- Automated external defibrillator (AED)
- Unresponsive infant and child
- Choking infant and child
- Drowning (child and infant)
- High and low blood sugar (including diabetes)
- Seizures (febrile convulsions and epilepsy)
- Fainting
- Head and spinal injuries
- Poisons
- Asthma and hyperventilation
- Allergies and anaphylactic shock
- Breaks, sprains, and dislocations
- Burns and electric shock
- Bleeding (minor and severe)
- Shock
- Injury management. Including: embedded objects, eye injuries, obstructions (nose and ears), minor amputation

### Online

- Managing an emergency
- Primary & secondary survey
- Stings and bites
- Bone, muscle, and joint injuries
- Head, neck, and back injuries
- Burns and scalds
- Heat stroke, exhaustion, and hypothermia
- Fainting
- Childhood diseases (meningitis, croup, sickle cell anaemia & sepsis)
- Poisons
- Asthma
- High and low blood sugar (including diabetes)
- Ears, eyes, and nose injuries
- Contents of a first aid kit



## Certification

**A certificate should be issued to all practitioners who have passed their training. As a minimum, certificates should contain:**

- The name of the training organisation or, as appropriate, the name of the qualification authority
- The full title of the qualification
- Name of the individual who has undertaken the training
- Date of issue and confirmation that it's valid for three years
- An indication that the certificate has been issued for the purposes of complying with the Department for Education or EYFS requirements
- Statement that the teaching was delivered in accordance with current accepted PFA practice.





## Choosing a PFA Training Provider

Providers can choose whichever training provider they wish and there are a range of providers who:

- Offer regulated qualifications recognised by an Awarding Organisation (AO\*)
- Operate under Voluntary Aid Societies (e.g. St John Ambulance, the British Red Cross, St Andrew's First Aid)
- Operate under voluntary accreditation schemes (including trade or industry bodies with an approval and monitoring scheme)
- Operate independently of such accreditation schemes, e.g. trade or industry bodies

Nurseries must undertake a due diligence check on any training provider they choose in order to ensure that the training provider is competent and that the training they are to provide is fit for purpose. A due diligence check should also include a check on the training provider's Quality Assurance.

It may also be helpful to refer to the Health and Safety Executive's guidance on choosing a first aid training provider, a summary of which is found in this guidance. See Appendices 1, 2 and 3 below.

The level of due diligence applied will vary for each option but during the selection process the following should be checked:

- The qualifications expected of trainers and their assessors. See Appendix 2 for more information.
- A suitable monitoring and quality assurance system is in place. See Appendix 3 for more information.
- That certificates are to be issued that contain the necessary information.
- That the content of the emergency and full paediatric first aid training is accurate and is being delivered in accordance with currently accepted paediatric first aid practice described within the EYFS and in accordance with accepted first aid practice. See Appendix 1 and page 2 for more information.

Although there's no legal requirement for selection checks to be documented, it's recommended that nurseries keep a written record in order to demonstrate the selection process undertaken.

\*AOs are regulated by the qualification regulators Ofqual, Scottish Qualifications Authority or the Welsh Government, against certain standards. The Ofqual register of registered qualifications can be found at: <http://register.ofqual.gov.uk/qualification>





## APPENDIX 1: Checklist for evaluating the competence of first aid training organisations

Check	Yes	No	Comment
<b>Trainers/assessors</b>			
Do the trainers/assessors have a current First Aid certificate or qualify for an exemption?			
The following are exempt, provided that they can demonstrate current knowledge and skills in first aid: <ul style="list-style-type: none"><li>• Doctors registered and licensed with the General Medical Council</li><li>• Nurses registered with the Nursing and Midwifery Council</li><li>• Paramedics registered with the Health and Care Professions Council</li></ul>			
Do the trainers/assessors have an appropriate training/assessing qualification? See Appendix 2.			
<b>Quality assurance</b>			
Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers/assessors at least annually?			
Does the designated person have a current First Aid certificate or qualify for an exemption?			
Does the designated person have an assessing/verifying qualification? See Appendices 2 and 3.			
Is there a documented course evaluation procedure?			
Is there a documented complaints procedure?			





Check	Yes	No	Comment
<b>Teaching currently accepted first aid practice</b>			
Is EPFA/PFA taught in accordance with current guidelines on infant and child life support published by the Resuscitation Council (UK), and for other aspects of first aid, in accordance with current guidelines published by the Voluntary Aid Societies or other published guidelines that are supported by a responsible body of medical opinion?			
<b>Training syllabus</b>			
Does the course content adequately meet the needs of your workplace as indicated by your first aid needs assessment?			
For PFA, does the syllabus include the topics listed on page 3 above and does the course include at least 12 training and assessment contact hours, over two days?			
For EPFA, does the syllabus include the topics listed in on page 3 above and does the course last at least 6 training and assessment contact hours, over one day?			
<b>Certificates</b>			
Do the certificates issued to students assessed as competent contain the information listed on page 4?			



## APPENDIX 2: Acceptable training/assessing qualifications\*

\*This list is not exhaustive but provides a guide to acceptable training and assessing qualifications. Trainers who both train and assess should hold a qualification (or separate qualifications) enabling them to perform both of these functions.

Qualification	Train	Assess
A1 (D32/33) – Assess candidates using a range of methods	—	✓
A2 (D32) – Assess candidates' performance through observation	—	✓
Cert Ed, PGCE, B Ed, M Ed	✓	✓
CTLLS/DTLLS	✓	✓
English National Board 998	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓
Qualification Train Assess Learning and Development Unit 9D – Assess workplace competence using direct and indirect methods	—	✓
Learning and Development Unit 9D1 – Assess workplace competence using direct and indirect methods	—	✓
Nursing mentorship qualifications	✓	✓
PTLLS	✓	—
PTLLS with unit 'Principles and Practice of Assessment'	✓	✓
QCF Qualifications based on the Learning and Development NOS for assessors	—	✓
S/NVQ level 3 in training and development	✓	✓
S/NVQ level 4 in training and development	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Training Group A22, B22, C21, C23, C24	✓	—
Level 3 Award in Education & Training	✓	✓
Level 4 Certificate in Education & Training	✓	✓
Level 5 Diploma in Education & Training	✓	✓





## APPENDIX 3: Acceptable verifying qualifications\*

\*This list is not exhaustive but provides a guide to acceptable training and assessing qualifications. Trainers who both train and assess should hold a qualification (or separate qualifications) enabling them to perform both of these functions.

### Qualification

D34 – Internally verify the assessment process

D35 – Externally verify the assessment process

V1 – Conduct internal quality assurance of the assessment process

V2 – Conduct external quality assurance of the assessment process

Level 4 Award in the internal quality assurance of assessment processes and practice

Level 4 Award in the external quality assurance of assessment processes and practice

Level 4 Certificate in leading the internal quality assurance of assessment processes and practice

Level 4 Certificate in leading the external quality assurance of assessment processes and practice