



Award in Emergency Paediatric First Aid

Assessment Strategy and Guidance

Group Award Code: GP71 46

Scottish Credit Qualification Framework (SCQF level 6)

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Award structure

Unit title	Unit code	SCQF level	SCQF credit points	Scottish Qualifications Authority credit value
Emergency Paediatric First Aid	J1SH 46	6	1	0.25

General information

This guidance is designed to assist first aid training providers to gain and maintain Scottish Qualifications Authority (SQA) approval to deliver, assess and internally verify the *Award in Emergency Paediatric First Aid* at Scottish Credit Qualification Framework (SCQF) level 6. The content and standards of emergency paediatric first aid training will be conversant with the following:

The Assessment Principles of the First Aid Awarding Organisation Forum

Current guidance published by the Resuscitation Council (UK)

Current editions of the First Aid Manual for the Voluntary Aid Societies (St Andrew's First Aid, St John Ambulance, British Red Cross).

The Assessment Principles of the First Aid Awarding Organisation Forum

Other publications, provided they are in line with the above or supported by a responsible body of medical opinion.

Definition of First Aid

'First Aid is the initial assistance or treatment given to a person who is injured or taken ill'.

First Aid Manual, Revised 10th Edition, UK Leading First Aid Providers.

Assessment Principles for Regulated First Aid Qualifications

The First Aid Awarding Organisation Forum (FAAOF) produces the Assessment Principles in co-operation with:

Resuscitation Council (UK) Guidelines

Department for Education: *Early Years Foundation Stage Statutory Framework — March 2017*

Health and Social Care Board (NI) *Childminding and Day Care for Children Under Age 12 Minimum Standards*

Welsh Government: *National Minimum Standards for Regulated Childcare for Children up to the age of 12 years*

The use of the unit J1SH 46 *Emergency Paediatric First Aid* within the *Award in Emergency Paediatric First Aid* is restricted to Awarding Organisations who meet the Terms of Reference of the First Aid Awarding Organisation Forum.

The Scottish Qualifications Authority and other awarding bodies constitute the membership of the First Aid Awarding Organisation Forum. Forum members, such as SQA and their approved centres, must comply with the most current Assessment Principles. Competence of trainers, assessors and internal verifiers will be managed through robust internal and external quality assurance systems.

The First Aid Assessment Principles, produced and managed by the First Aid Awarding Organisation Forum, relate to the following awards:

Emergency First Aid at Work (EFAW)

First Aid at Work (FAW)

Emergency Paediatric First Aid (EPFA)

Paediatric First Aid (PFA)

The Scottish Qualifications Authority has developed this Assessment Strategy and Guidance. This guidance is written in accordance with the Assessment Principles for regulated first aid qualifications. It is designed to assist first aid training providers to gain and maintain SQA approval to deliver, assess and internally verify the *Award in Emergency Paediatric First Aid*. All SQA centres must comply with the Assessment Strategy and Guidance.

Roles and Responsibilities for this Award

The effective delivery of the *Award in Emergency Paediatric First Aid* will require, at a minimum, one trainer, one assessor and one internal verifier.

The occupational and knowledge requirements for the trainer and assessor are specified separately. However, it is accepted that the same person may perform both roles, providing the occupational knowledge and competence for emergency paediatric first aid for the trainer and assessor roles are met.

The number of courses delivered may impact on the number of trainers, assessors and internal verifiers required.

The trainer/assessor must maintain a portfolio of first aid evidence containing appropriate qualifications to their role:

- ◆ a current and valid First Aid at Work certificate
- ◆ evidence of first aid training/assessment
- ◆ annual observation of first aid practice
- ◆ evidence of continuous professional development

Trainer, Assessor, Internal Verifier, External Verifier

Individuals undertaking these roles must have occupational knowledge and competence in first aid and appropriate/associated training experience conversant with their role.

In working towards best practice for emergency paediatric first aid delivery, the Scottish Qualifications Authority highly recommends that trainers and assessors hold a current and valid paediatric first aid qualification in addition to a First Aid at Work certificate and/or evidence of continuous professional development in relation to emergency paediatric first aid knowledge and/or delivery and assessment.

Occupational knowledge and competence in paediatric first aid can be evidenced by:

A current and valid First Aid at Work/Paediatric First Aid certificate issued by a recognised awarding organisation **or** other first aid training certificate as accepted by the First Aid Awarding Organisation Forum. Please see Appendix 1.

In terms of SQA ensuring that a non-regulated qualification meets the requirements of the *Award in First Aid at Work/Award in Paediatric First Aid*, those claiming current competence in first aid at work/paediatric first aid must present a detailed mapping showing how the learning outcomes and assessment criteria of the regulated First Aid at Work/Paediatric First Aid units have been met through the non-regulated qualification. The training provider who issued the non-regulated First Aid at Work/Paediatric First Aid certificate should provide this evidence which will be checked by an external verifier. Evidence must also be provided of how the qualification was quality assured. A recommendation for ratification will then be made, if appropriate, to the FAAOF.

Knowledge and competence in first aid training, assessing, internal and external verification can be evidenced by:

Suitable Training/Assessing qualification as detailed in Appendix 2

Suitable Internal Verification qualification as detailed in Appendix 3

Suitable External Verification qualification as detailed in Appendix 4

Trainers

Those involved in the training of the *Award in Emergency Paediatric First Aid* must have knowledge and competency in first aid as well as knowledge and competency to train based on qualifications and experience. An acceptable portfolio must show:

- (i) Occupational knowledge and competence in first aid evidenced by:**
 - ◆ holding a first aid at work qualification/medical registration as detailed in Appendix 1.

(ii) Knowledge and competency in teaching/training first aid evidenced by:

- ◆ holding an acceptable teaching/training qualification as detailed in Appendix 2.

AND either:

- ◆ providing an acceptable log of teaching first aid within the last 3 years. This should be a minimum of 36 hours (6 days of 6 hours).

or

- ◆ providing an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified trainer/assessor.

and

Hold a minimum of one annual observation, conducted under the supervision of a qualified internal verifier within the previous 12 months. This record should provide evidence that practical and theoretical topics were delivered competently for the following minimum duration:

- ◆ New trainers/assessors — 6 hours
- ◆ Experienced trainers/assessors — 4 hours

It is the centre's responsibility to maintain up-to-date information about trainers and to ensure the currency of all those involved in training.

Assessors

Those involved in the assessment of the *Award in Emergency Paediatric First Aid* must have knowledge and competency in first aid as well as knowledge and competency to assess based on qualifications and experience. An acceptable portfolio must show:

(i) Occupational knowledge and competence in first aid evidenced by:

- ◆ holding a first aid at work qualification/medical registration as detailed in Appendix 1.

(ii) Knowledge and competency in assessing first aid evidenced by:

- ◆ holding an acceptable assessing qualification/CPD training as detailed in Appendix 2.

AND either:

- ◆ providing an acceptable log of first aid assessments conducted within the last 3 years.

or

- ◆ providing an acceptable record of competently assessing theoretical and practical first aid qualifications under the supervision of a suitably qualified assessor.

and

Hold a minimum of one annual observation, conducted under the supervision of a qualified internal verifier within the previous 12 months. This record should provide evidence that practical and theoretical topics were delivered competently for the following minimum duration:

- ◆ New trainers/assessors — 6 hours
- ◆ Experienced trainers/assessors — 4 hours

Assessors may be working towards an assessor qualification as detailed in Appendix 2.

If this is the case, then achievement of the qualification must be within 18 months of starting. Assessors who are working towards an appropriate assessor qualification and have the necessary occupational competence and experience should be supported by an appropriately qualified assessor or internal verifier. Any such arrangements should be agreed with SQA and be monitored through the external quality assurance process.

It is the centre's responsibility to maintain up-to-date information about assessors and to ensure the currency of all those involved in assessing.

Internal verifiers

Those involved in the internal quality assurance of the Award in Emergency Paediatric First Aid(internal verifiers) must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance. An acceptable portfolio must show:

(i) Occupational knowledge and competence in first aid evidenced by:

- ◆ holding a first aid at work qualification/medical registration as detailed in Appendix 1.

(ii) Knowledge and competency in internal quality assurance evidenced by:

- ◆ holding an acceptable internal quality assurance qualification/CPD training as detailed in Appendix 3.

Internal verifiers must:

- ◆ have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place.
- ◆ have knowledge and understanding of the role of assessors.
- ◆ visit and observe assessments.
- ◆ carry out other related internal quality assurance.

Internal verifiers may be working towards an internal verifier qualification as detailed in Appendix 3.

If this is the case, then achievement of the qualification must be within 18 months of starting. Internal verifiers who are working towards an appropriate internal verifier qualification, and have the necessary occupational competence and experience, should be supported by an appropriately qualified internal verifier. Any such arrangements should be agreed with SQA and be monitored through the external quality assurance process.

The internal verifier must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance. The internal verifier must also have knowledge and understanding of the role of the assessor. In addition, the internal verifier must carry out pre-delivery checks on the instrument of assessment to be used. This includes both SQA and centre-devised instruments of assessment. The internal verifier must ensure these adhere to the FAAOF Assessment Principles, SQA Assessment Strategy and Guidance and the unit specification requirements. Learner evidence must be subject to internal quality assurance procedures to ensure that the assessment decisions of assessors are consistent with the unit specification requirements, the assessment instrument and marking instructions. Centre internal verification outcomes should be set out in an internal verifier report and discussed at regular standardisation meetings.

It is the centre's responsibility to maintain up-to-date information about internal verifiers and to ensure the currency of those involved in internally verifying.

External verifiers

Those involved in the external quality assurance of the Award in Emergency Paediatric First Aid (external verifiers) must have knowledge and competency in first aid as well as knowledge and competency in external quality assurance. An acceptable portfolio must show:

(i) Occupational knowledge and competence in first aid evidenced by:

- ◆ holding a first aid at work qualification/medical registration as detailed in Appendix 1.

(ii) Knowledge and competency in external quality assurance evidenced by:

- ◆ holding an acceptable external quality assurance qualification as detailed in Appendix 4.

External verifiers must:

- ◆ have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place.
- ◆ have knowledge and understanding of the role of trainers, assessors and internal verifiers.

External verifiers may be working towards an external verification qualification as detailed in Appendix 4. If this is the case, the qualification needs to be achieved within 18 months of commencement. SQA will organise, provide and manage this training. The external verifier may observe the quality standards of training delivery and assessment of learners during annual visits. The external verifier will carry out approval and external verification visits. These external activities should ensure consistency of delivery, assessment and internal verification of the *Award in Emergency Paediatric First Aid* across all centres. The external verifier will provide a report for each centre and forward this to the Scottish Qualifications Authority.

Delivery, Assessment and Quality Assurance

Governance

Centres must have a copy of the most up-to-date Assessment Strategy and Guidance for the *Award in Emergency Paediatric First Aid* and be working to the standards required. It is the responsibility of centres delivering this award to ensure all trainers, assessors and internal verifiers meet the occupational knowledge and competence as noted prior to fulfilling the role of trainer, assessor and internal verifier. Centres must ensure that everyone involved with this award has current first aid knowledge and are working to the current Resuscitation Council (UK) First Aid Standards for Emergency Paediatric First Aid — <https://www.resus.org.uk>. It is the centre's responsibility to ensure trainers, assessors and internal verifiers keep up to date with the standards required of their role. Trainers, assessors and internal verifiers will evidence this through maintaining a record of appropriate Continuous Professional Development (CPD) and explaining the impact of this on their professional development.

To uphold competent standards of first aid practice, the Scottish Qualifications Authority highly recommends that all centres register for email updates from the Resuscitation Council (UK) and make use of other publications, provided they are supported by a responsible body of medical opinion.

Training equipment

Centres should ensure they have the correct equipment to effectively deliver this award. There should be enough equipment to ensure compliance with the First Aid Awarding Body delivery standards for regulated first aid qualifications and to cover all learning outcomes and assessment criteria identified in the unit specification. See Appendix 5. The training equipment should be sufficient to support the maximum ratio of 12 learners to one trainer.

Training equipment and resources will include the following:

Resuscitation manikins	For paediatric first aid, one child manikin per four learners and one baby manikin per four learners should also be provided.
Hygiene	Sufficient procedures must be in place to ensure acceptable hygiene standards in the use of resuscitation manikins and other training equipment.
Audio visual equipment and training aids	Sufficient audiovisual equipment and training aids should be available to facilitate learning using varying training methods. Training aids for demonstration must include: auto-injectors — to cover three types currently available, inhalers and spacers, first aid kit.
Learning materials	Learners should be provided with clear and accurate reference books (handouts/books/online resources) and materials covering the topics included in the award. These must be made available to the learner whilst undertaking the course and for the duration of their certification period. Learning materials must meet current first aid standards as identified by the Resuscitation Council (UK) and other acceptable sources.
Training AED	Training AEDs should be provided at a minimum ratio of one training AED per four learners. Where fewer training AEDs are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged. To include child/junior pads.
Dressings	Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment.
Training venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient room for practical and theoretical training. For example, size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.

Duration and delivery of training

The minimum duration of contact hours (time set aside for direct training and assessing, excluding breaks) for this award is 6 hours. These can be delivered over a minimum of 1 day or a maximum of 4 weeks with a minimum of 2 hours per session. Please see table below:

Qualification	Minimum Contact Hours	Minimum Days	Maximum Weeks	Minimum Session	Learner/ Trainers Ratio	Certificate Validity	Annual Refresher Recommended
Emergency Paediatric First Aid	6	N/A	4	2 hours	12.1	3 years	YES

Unit J1SH 46 *Emergency Paediatric First Aid* (Appendix 5) identifies the learning outcomes and assessment criteria to be achieved.

The *Award in Emergency Paediatric First Aid* certificate is valid for 3 years. The Health and Safety Executive highly recommends that holders of this certificate attend an annual refresher course to keep their first aid skills up to date and be informed of any recent changes to first aid practice.

Blended Learning in Emergency Paediatric First Aid — Quality Assurance Standards

The Award in Emergency Paediatric First Aid (6 hours) may only be delivered face-to-face.

Lesson plans

Centres should plan and deliver training in accordance with detailed lesson plans. Training should be delivered to the principles set out in NOS 7 *Facilitate Individual Learning and Development*.

Lesson plans must include the following:

- ◆ Timetable for delivery of the *Award in Emergency Paediatric First Aid*
- ◆ Aims, outcomes and objectives of each session
- ◆ Learner and trainer individual and/or group activities
- ◆ Resources required for each session

Assessment

The assessment should determine a learner's ability to act safely, promptly and effectively when an emergency occurs and when administering first aid to a casualty.

Instruments of assessment

The unit J1SH 46 *Emergency Paediatric First Aid* should be delivered, assessed and quality assured in accordance with the *Assessment Principles for Regulated First Aid Qualifications*, published by the First Aid Awarding Organisation Forum, and also SQA's *Assessment Strategy and Guidance*.

SQA Assessments

SQA has developed assessment papers, practical scenarios and marking instructions for the *Award in Emergency Paediatric First Aid*. These can be found on SQA's secure web pages — www.sqasecure.org.uk. They can be accessed via the centre co-ordinator. These papers are live instruments of assessment and must be kept confidential and stored safely and securely at all times. For further guidance on the security of assessments, please refer to SQA's '*Security of Assessments Procedure Enhanced Guidance*' — <https://www.sqa.org.uk>.

Learners should sit the knowledge part of the assessments in closed-book, supervised conditions. It is not necessary for all questions to be completed at the same time. Assessors may choose to assess at appropriate points in delivery as learners progress through the learning outcomes. However, learners should not see any questions in advance of summative assessment.

All assessment criteria for the units (see Appendix 5) must be assessed and achieved by learners,

Remediation

The trainer/assessor will provide remediation opportunities as appropriate where there is a minor shortfall or omission in evidence. The trainer/assessor can clarify learner responses by requiring a written amendment or by oral questioning. This can be done face-to-face or by telephone.

Re-assessment

Where there has been more than a minor shortfall or omission in evidence, the learner should be provided with a re-assessment opportunity. A new and unseen instrument of assessment must be used.

All evidence of assessment, remediation and re-assessment must be formally recorded and available for internal and external verification.

Centre assessments

Where centres wish to devise their own instruments of assessment and marking instructions, it is their responsibility to ensure that these meet the Scottish Qualifications Authority's guidance on assessment by being valid, reliable, equitable and fair. See SQA's *Assessment: A Guide for Centres Offering Regulated Qualifications* — <https://www.sqa.org.uk/sqa/2424.html>. Centres should be familiar with SQA's assessment principles and make use of them when constructing appropriate instruments of assessment and marking instructions for the *Award in Emergency Paediatric First Aid*. Centres may find it useful to refer to the Scottish Qualifications Authority's *Guide to Assessment*, August 2017.

Centres must also adhere to SQA's guidance on the security of assessments. Centre assessments must be kept confidential and stored safely and securely at all times. For further guidance on the security of assessments, please refer to SQA's '*Security of Assessments Procedure Enhanced Guidance*' — <https://www.sqa.org.uk>

Assessment may take place at any time during the delivery of the qualification where the trainer/assessor is the same person and does not need to be done as a final assessment. Centres must use appropriate methods of assessment. Knowledge-based assessment criteria could be assessed by, for example, short answer questions, oral questioning or case studies. Some assessment criteria must be assessed through practical demonstration. The unit specification (see Appendix 5) identifies what these are.

While devising instruments of assessment and marking instructions, centres may wish to take a more holistic approach and integrate some underpinning knowledge questions during the practical simulations. For example, when demonstrating how to control external bleeding (Appendix 5 — Assessment Criterion 5.2) the assessor may verbally ask the learner how they would recognise a casualty who is in shock (Appendix 5 — Assessment Criterion 6.1). The learner's response must be available as evidence for internal and external quality assurance.

Learners should not see summative assessment questions in advance. Learners must be aware that a summative assessment is taking place. **All assessment criteria for the unit (see Appendix 5) must be assessed and achieved by learners.**

Evidence of achievement of the unit specification assessment criteria must be appropriately recorded for quality assurance purposes. This includes a record of oral evidence. An observation checklist can provide evidence for practical demonstration.

It is strongly recommended that all centre-devised instruments of assessment and marking instructions are submitted to the Scottish Qualifications Authority for prior verification. Prior verification is a free service offered to centres that devise their own summative assessments to suit their particular local needs. The service gives centres additional confidence that their proposed assessment and marking instructions are fit for purpose and meet national standards.

Requirements for assessment

The internal verifier must verify the instruments of assessment and marking instructions prior to being used by the trainer/assessor. Evidence of internal prior verification must be recorded.

The learner must be physically able to complete the CPR sequence to include rescue breaths and compressions. Both must be taught and assessed and successfully achieved by the learner. SQA will look at how centres ensure that all learners are physically able to undertake the award assessment criteria.

This Assessment Strategy and Guidance specifies the requirement to include the use and assessment of an AED as part of CPR sequence. The unit specification J1SH 46 *Emergency Paediatric First Aid* (Appendix 5) highlights the areas to be covered.

Trainers/assessors are encouraged to make effective use of formative assessment to assist professional judgements of when learners may be ready for summative assessment. The following can be used for this purpose: questions and answers, group activities, and self-assessment tools. **However, formative assessment activities cannot be used in the assessment decisions of competence against the unit's assessment criteria.**

Centres must demonstrate standardisation of assessment judgments/decisions across all assessors and internal verifiers. This can be achieved through the development of detailed marking instructions providing exemplar answers to questions set within the instrument of assessment/s. This can be monitored at centre standardisation activities and meetings.

Remediation

The trainer/assessor will provide remediation opportunities as appropriate where there is a minor shortfall or omission in evidence. The trainer/assessor can clarify learner responses by requiring a written amendment or by oral questioning. This can be done face-to-face or by telephone.

Re-assessment

Where there has been more than a minor shortfall or omission in evidence, the learner should be provided with a re-assessment opportunity. A new and unseen instrument of assessment should be used.

All evidence of assessment, remediation and re-assessment must be recorded and available for internal and external verification.

End of course evaluation

Centres should have an evaluation procedure in place that provides an opportunity for learners to provide feedback on the following:

- ◆ the ability and competence of Emergency Paediatric First Aid Trainers/Assessors
- ◆ the structure and content of the Emergency Paediatric First Aid course
- ◆ the first aid equipment used
- ◆ the appropriateness of the training venue

Internal verification

The internal verifier should work to the requirements of their role as identified previously in the Roles and Responsibilities Section. The internal verifier may wish to make additional use of the document *Internal Verification: A Guide for Centres Offering Regulated Qualifications, August 2017*, to support their internal verification role. Additionally, centres may want to refer to the guidance and suggested templates in the Internal Verification Toolkit: HN/SVQ/SQA Advanced available on this link <https://www.sqa.org.uk/sqa/74679.html>.

SQA uses a risk-based approach to meeting regulatory requirements for quality assurance. This should be reflected in the centre's Internal Verification Policy and Procedures. Each trainer/assessor should have a minimum of one observation per year. Trainers/assessors working with a larger volume of learners may need monitoring more frequently. The centre's internal quality assurance policy should identify risk factors that would trigger additional observations.

The annual observation of the trainer/assessor which will be completed by an internal verifier could include:

- ◆ evidence of effective planning and delivery of training
- ◆ adapting learning materials to meet the needs of learners
- ◆ adapting flexibly to meet the needs of the learner
- ◆ engaging appropriately with the learner
- ◆ effectiveness of assessment methods and decisions
- ◆ effective and positive methods of providing feedback to the learner
- ◆ appropriate recording of all course requirements
- ◆ effective use and safety of first aid and technical equipment

Internal verifiers will record the outcomes of the observation and provide a copy to each trainer/assessor and other centre personnel as appropriate. A copy must also be made available to the external verifier.

Following completion of the Award in Emergency Paediatric First Aid

Retention of records

The centre should retain the following:

- ◆ learner details
- ◆ dates for courses delivered
- ◆ trainer/assessor who taught and assessed each course
- ◆ assessment outcome for each learner
- ◆ site selection checklists if delivered in sites out with the centre
- ◆ learner evidence as per SQA and Centre Retention Policy

Centres are required to retain learner assessment evidence for an annual external verification visit. This may be physical evidence or records of the evidence (where the evidence is ephemeral).

Certification

The centre must register the learner with the Scottish Qualifications Authority. This should include:

Learner details

Group Award Code:	GP71 46
Group Award Title:	Emergency Paediatric First Aid
Unit Code:	J1SH 46
Unit Title:	<i>Emergency Paediatric First Aid</i>

On successful completion of the course, the centre should notify the Scottish Qualifications Authority of the learner's successful achievement of the *Award in Emergency Paediatric First Aid*. It is important to do this quickly after course completion. The learner cannot undertake the role of first-aider in the workplace until they have evidence of their competence to do so.

SQA will generate the learner's *Award in Emergency Paediatric First Aid* certificate. There is no requirement for a centre to provide learners with temporary certificate.

Re-qualification

Award in Emergency Paediatric First Aid certificates are valid for 3 years. Once a certificate has lapsed, in order to re-qualify, learners must be assessed again against all learning outcomes and assessment criteria in the unit (Appendix 5).

Should the learner's Emergency Paediatric First Aid certificate lapse, then the individual will not be considered competent to undertake the role of first-aider in the workplace. This is for the purposes of the First Aid at Work: The Health and Safety (First-Aid) Regulations 1981.

The Health and Safety Executive strongly recommends that emergency paediatric first-aiders undertake annual refresher training during the 3-year certification period. Although not mandatory, this will assist qualified emergency paediatric first-aiders to maintain their basic skills and keep up to date with any changes to first aid procedures. This does not extend the currency of the *Award in Emergency Paediatric First Aid* certificate.

Appendix 1: Occupational Knowledge and Competence in First Aid

All trainers, assessors, internal verifiers and external verifiers must have occupational knowledge and competence in first aid. This may be evidenced by:

- ◆ holding a qualification issued by an Ofqual/SQA Accreditation/Qualifications Wales/CCEA Regulation recognised awarding body (or equivalent) as follows:

Qualification delivered	Minimum qualification to be held by the trainer/assessor/internal verifier/external verifier
First Aid at Work or Emergency First Aid at Work	First Aid at Work
Paediatric First Aid or Emergency Paediatric First Aid	Paediatric First Aid or First Aid at Work

or

Current Registration as a Doctor with the General Medical Council (GMC)

or

Current Registration as a Nurse with the Nursing and Midwifery Council (NMC)

or

Current Registration as a Paramedic with the Health and Care Professions Council

Registered Healthcare Professionals must act within their scope of practice and therefore have current expertise in first aid to train and/or assess. If holding current expertise in first aid practice, the above are exempt from the requirement to have a current and valid First Aid at Work certificate:

The First Aid Awarding Organisation Forum has accepted the following as equivalent to a First Aid at Work certificate. The Awarding Organisation Forum may add other certificates to this list.

- ◆ Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue
- ◆ St John Ambulance First Aid at Work Certificate
- ◆ St Andrew's Ambulance First Aid at Work Certificate
- ◆ QA level 3 Certificate in First Response Emergency Care (RQF)
- ◆ QA level 4 Certificate in First Response Emergency Care (RQF)
- ◆ QA level 5 Diploma in First Response Emergency and Urgent Care (RQF)
- ◆ British Red Cross First Aid at Work
- ◆ Offshore First Aid

Appendix 2: Qualifications suitable for Training/Assessing

The First Aid Awarding Organisation Forum has deemed the following qualifications as being suitable for trainers and assessors.

This list is **not exhaustive** but provides a guide to acceptable training and/or assessing qualifications. Trainers who also assess learner competence must hold a qualification (or separate qualifications) to enable them to perform both functions.

Qualification	Trainer	Assessors
Current qualifications (<i>available for new trainers/assessors to undertake</i>):		
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training	✓	✓
Level 5 Diploma in Education and Training	✓	✓
Level 3 Award in Training and Assessing in First Aid Qualifications (RQF)	✓	✓
Cert Ed/PGCE/B Ed/M Ed	✓	✓
SQA SVQ 3 Learning and Development SCQF level 8 — GP51 48	✓	✓
SQA SVQ 4 Learning and Development SCQF level 9 — GP52 49	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Planning and Delivering Training Sessions to Groups SCQF level 6 — HE0T 33 (Scottish Qualifications Authority Unit)	✓	✓
SCQF level 6 Award in Planning and Delivering Learning Sessions to Groups (Scottish Qualifications Authority Accredited)	✓	✓
L&D Unit 6 Manage Learning and Development in Groups SCQF level 8 (Scottish Qualifications Authority Accredited) — H5TP 04	✓	
L&D Unit 7 Facilitate Individual Learning and Development SCQF level 8 (Scottish Qualifications Authority Accredited) — HC87 04	✓	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF level 8 (Scottish Qualifications Authority Accredited) — FD3Y 04	✓	
Carry Out the Assessment Process SCQF level 7 (Scottish Qualifications Authority Unit)		✓
Level 3 Award in Assessing Competence in the Work Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement		✓
Level 3 Award in Understanding the Principles and Practices of Assessment		✓
Level 3 Certificate in Assessing Vocational Achievement		✓
L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF level 8 (Scottish Qualifications Authority Accredited) — FD41 04		✓
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF level 7 (Scottish Qualifications Authority Accredited) — FD40 04		✓

Other acceptable qualifications		
CTLLS/DTLLS	✓	✓
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓
English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
NOCN Tutor Assessor Award	✓	✓
SVQ/NVQ level 3 in Training and Development	✓	✓
SVQ/NVQ level 4 in Training and Development	✓	✓
PDA Developing Teaching Practice in Scotland's Colleges SCQF level 9 (Scottish Qualifications Authority — GG82 49)	✓	✓
PDA Teaching Practice in Scotland's Colleges SCQF level 9 (Scottish Qualifications Authority) — GG87 49	✓	
PTLLS (6 credits)	✓	
Regulated Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development or NOS 6 Manage Learning and Development in Groups	✓	
Training Group A22, B22, C21, C23, C24	✓	
Learning and Training — Assessment and Quality Standards SCQF level 9 (Scottish Qualifications Authority Unit)		✓
A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence		✓
Conduct the Assessment Process SCQF level 8 (Scottish Qualifications Authority Unit) — HP01 48		✓
A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance		✓
Regulated Qualifications based on the Learning and Development NOS 9 Assess Candidate Achievement		✓

Please note assessor candidates cannot use the First Aid at Work qualification to achieve L&D9 and L&D9DI. However, if assessors already have these qualifications, they can assess first aid.

Assessors who do not hold a formal assessing qualification may alternatively attend an FAAOF assessor CPD training programme delivered by an approved Awarding Organisation/Body.

Appendix 3: Qualifications suitable for Internal Verification

The First Aid Awarding Organisation Forum has deemed the following qualifications as being suitable for internal verifiers.

This list is **not exhaustive** but provides a guide to acceptable internal verification qualifications:

L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF level 8 (Scottish Qualifications Authority Accredited) — FD43 04
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
Conduct the Internal Verification Process SCQF level 8 (Scottish Qualifications Authority Unit) — H291 35
Regulated Qualifications based on the Learning and Development National Occupational Standards (NOS) level 11 Internally Monitor and Maintain the Quality of Assessment
V1 Conduct Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process
Internally Verify the Assessment Process SCQF level 8 (Scottish Qualifications Authority Unit)

Please note internal verifier candidates cannot use the First Aid at Work qualification to achieve L&D11. However, if internal verifiers already have this qualification, they can internally verify first aid.

Appendix 4: Qualifications suitable for External Verification

The First Aid Awarding Organisation Forum has deemed the following qualifications as being suitable for external verifiers.

This list is **not exhaustive** but provides a guide to acceptable external verification qualifications:

L&D Unit 12 Externally Monitor and Maintain the Quality of Workplace Assessment SCQF level 9 (Scottish Qualifications Authority Accredited) — FD44 04
Regulated qualifications based on the Learning and Development NOS 12 Externally Monitor and Maintain the Quality of Assessment
Level 4 Award in the External Quality Assurance of Assessment Processes and Practice
Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice
*Conduct External Verification of the Assessment Process SCQF level 9 (Scottish Qualifications Authority Unit) — H7VG 36
V2 Conduct External Quality Assurance of the Assessment Process or D35 Externally Verify the Assessment Process
Externally Verify the Assessment Process SCQF level 9 (Scottish Qualifications Authority Unit)

***SQA will be using unit H7VG 36 Conduct External Verification of the Assessment Process, SCQF level 9, to train its external verifiers.**

Please note external verifier candidates cannot use the First Aid at Work qualification to achieve L&D12. However, if external verifiers already have this qualification, they can externally verify first aid.

Appendix 5: Unit J1SH 46 Emergency Paediatric First Aid



Unit title	Emergency Paediatric First Aid (SCQF level 6)
SQA unit code	J1SH 46
SCQF level	6
SCQF credit	1

History of changes

Publication date: May 2019

Version: 01

Version number	Date	Description	Authorised by

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Unit specification

Title		Emergency Paediatric First Aid (SCQF level 6)	
Learning outcomes The learner will:		Assessment criteria The learner can:	
1	Understand the role and responsibilities of the paediatric first aider.	1.1	Identify the <u>role and responsibilities</u> of a paediatric first aider.
		1.2	Identify how to minimise the risk of infection to self and <u>others</u> .
		1.3	Differentiate between an infant and a child for the purposes of first aid treatment.
2	Be able to assess an emergency situation safely.	2.1	Conduct a scene survey.
		2.2	Conduct a primary survey on <u>an infant and a child</u> .
		2.3	Summon appropriate assistance <u>when necessary</u> .
3	Be able to provide first aid for an infant and a child who are unresponsive.	3.1	Identify <u>when to administer Cardiopulmonary Resuscitation (CPR)</u> to an infant and a child.
		3.2	Demonstrate <u>CPR</u> using an infant and a child manikin.
		3.3	Justify when to place <u>an infant or a child</u> into the <u>recovery position</u> .
		3.4	Demonstrate how to place an infant and a child into the recovery position.
		3.5	Demonstrate continual monitoring of breathing for an infant and a child whilst they are in the recovery position.
		3.6	Identify how to <u>administer first aid</u> to an infant or a child who is experiencing a <u>seizure</u> .

Learning outcomes The learner will:	Assessment criteria The learner can:
4 Be able to provide first aid for an infant and a child who are choking.	4.1 Identify when choking is: <ul style="list-style-type: none"> ◆ mild ◆ severe 4.2 Demonstrate how to administer first aid to an infant and a child who is choking.
5 Be able to provide first aid to an infant and a child with external bleeding.	5.1 Identify the severity of external bleeding for an infant and a child. 5.2 Demonstrate how to administer first aid to an infant or a child with external bleeding.
6 Know how to provide first aid to an infant or a child who is suffering from shock.	6.1 Recognise when an infant or a child is suffering from <u>shock</u> . 6.2 Identify how to administer first aid to an infant or a child who is suffering from shock.
7 Know how to provide first aid to an infant or a child with bites, stings and minor injuries.	7.1 Identify how to administer first aid for: <ul style="list-style-type: none"> ◆ <u>bites</u> ◆ <u>stings</u> ◆ small cuts ◆ grazes ◆ bumps and bruises ◆ small splinters ◆ nose bleeds

Additional information about the unit
Unit purpose and aim(s)
Purpose of the unit is for the learner to attain knowledge and practical competencies required to deal with a range of paediatric first aid situations.
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)
Resuscitation Council (UK) Guidelines Department for Education: <i>Early Years Foundation Stage Statutory Framework — March 2017</i> Health and Social Care Board (NI) <i>Childminding and Day Care for Children Under Age 12 Minimum Standards</i> Welsh Government: <i>National Minimum Standards for Regulated Childcare for Children up to the age of 12 years</i>
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)
Unit should be delivered, assessed and quality assured in accordance with <i>Assessment Principles for Regulated First Aid Qualifications</i> , published by the First Aid Awarding Organisation Forum.
Support for the unit from a SSC or other appropriate body
First Aid Awarding Organisation Forum
Location of the unit within the subject/sector classification system
Health and Social Care
Availability for use
AO/ABs who meet the Terms of Reference of the First Aid Awarding Organisation Forum.
Unit available from
Earliest introduction 1 January 2019.
SCQF level
6
SCQF credit
1

Additional information about the unit (cont)

Role and Responsibilities: may include reference to: preventing cross infection; the need for recording incidents and actions; safe use of available equipment; assessing an incident; summoning assistance; prioritising treatment; dealing with post incident stress; contents of a paediatric first aid box.

Others may include: infant or child receiving first aid; work colleagues; parents; carers; other people within the infant or child's environment.

Infant and a child: the learner must apply their skills or knowledge to **both** infant (baby) **and** child first aid situations.

Infant or a child: the learner may apply their skills or knowledge to **either** an infant (baby) **or** a child first aid situation because the recognition/treatment would be the same.

When necessary: learners should be able to evaluate a situation to determine when to summon further assistance and what type of assistance to request.

When to administer Cardio Pulmonary Resuscitation: must include agonal gasps.

CPR: must demonstrate correct placement of AED pads on a child manikin and identify where to place AED pads on an infant manikin. The learner must also demonstrate 'following AED instructions'.

Recovery Position: a position that maintains a stable open draining airway.

Administer first aid: provide appropriate help for an infant (baby) or a child, manage the situation and seek appropriate assistance when necessary.

Seizure: relates to a generalised seizure. *First aiders should be suspicious of cardiac arrest in any casualty presenting with seizure.*

Shock: hypovolaemic shock (resulting from blood loss).

Bites: human and animal bites.

Stings: bee and wasp stings.

Simulation

Simulation is permitted in this unit.

The following assessment criteria must be assessed by practical demonstration: 2.1, 2.2, 3.2, 3.4, 3.5, 4.2 and 5.2.