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# **Qualification Specification**

## **Highfield Level 2 International**

### **Award in Emergency First Aid, Defibrillation and CPR**

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## Highfield Level 2 International Award in Emergency First Aid, Defibrillation and CPR

### Introduction

This 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.

### Key Facts

<b>Recommended Duration:</b>	1 day (8 hours)
<b>Assessment Method:</b>	Practical assessment and multiple-choice theory assessment

### Qualification Overview

This qualification has been developed for those who wish to become an Emergency First Aider and use a defibrillator.

Learners gaining this qualification will know basic emergency first-aid procedures and will be able to use a defibrillator correctly. The topics covered will help to maintain good practice in safe, prompt and effective emergency first-aid treatment of individuals.

**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. If Centres wish to increase this ratio, they must first request approval from Highfield.

### Guidance on Delivery

It is recommended that learners have 8 contact hours with the tutor. This may be adjusted in accordance with learners' needs and/or local circumstances.

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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.

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.*

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## Guidance on 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.

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## Centre Requirements

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

- 1 automated external defibrillator (AED) for every 4 learners;
  - 1 manikin for every 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 use during practical sessions;
  - A training room which is safe, that has adequate ventilation, lighting sufficient for learners to read easily, and temperature suitable to maintain a 'shirt sleeve' environment. It is also
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required that training rooms are able to cater for people with special needs (where appropriate).

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### Geographical Coverage

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

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### Tutor 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
- Knowledge and understanding of how to safely and effectively use an Automated External Defibrillation (AED) machine.

Nominated tutors/assessors 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.

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### 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/download](http://www.highfieldinternational.com/download)

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### ID Requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the tutor/assessor. This instruction should have been given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

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

- National identity card (e.g. Emirates 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.

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

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## Progression

Progression and further learning routes include:

- Highfield Level 2 International Award in Paediatric First Aid;
- Highfield Level 2 International Award in Paediatric First Aid and Managing Illness & Injury; and
- Highfield Level 3 International Award in First Aid at Work.

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

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## Useful Websites

- [www.highfieldproducts.com](http://www.highfieldproducts.com) (Highfield Products)
  - [www.highfieldinternational.com](http://www.highfieldinternational.com) (Highfield MEA)
  - [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield UK)
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## Recommended Training Materials

- Morley, J. & Sprenger, C. *CPR and AED Handbook*. Highfield Products
- Morley, J. & Sprenger, C. *CPR and AED Presentation*. Highfield Products
- Morley, J. & Sprenger, C. *First Aid handbook*. Highfield Products
- Morley, J. & Sprenger, C. *First Aid Presentation*. Highfield Products

**Appendix 1**

**Unit 1 International Emergency first aid**

Level: 2

Duration: 4 hours

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<p><b>1. Know basic emergency first aid requirements</b></p>	<ul style="list-style-type: none"> <li>1.1 Describe the principles that underpin basic emergency first aid support</li> <li>1.2 Explain the circumstances under which resuscitation is performed</li> <li>1.3 Explain why early intervention is necessary</li> <li>1.4 Describe different types of cardiopulmonary arrest</li> <li>1.5 Demonstrate the DRABC emergency response</li> <li>1.6 Demonstrate the top-to-toe survey of an injury</li> <li>1.7 Demonstrate how to place a casualty in the recovery position</li> <li>1.8 Identify the risks when placing a casualty in the recovery position</li> <li>1.9 Conduct major bleed control on a casualty who has suffered bleeding</li> <li>1.10 Manage hypovolemic shock treatment for a casualty</li> </ul>

**Unit 2 International Cardiopulmonary Resuscitation (CPR) and the use of a Defibrillator**

Level: 2

Duration: 4

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<p>1 <b>Be able to demonstrate basic emergency first aid techniques in line with current guidelines</b></p>	<p>1.1 Demonstrate cardiopulmonary resuscitation (CPR)                      1.2 Demonstrate compression only resuscitation                      1.3 Demonstrate the use of resuscitation barrier devices                      1.4 Demonstrate how to manage a choking casualty</p>
<p>2 <b>Know how to safely use an automated external defibrillator</b></p>	<p>2.1 Describe the differences between using an AED on an adult and child                      2.2 Identify safety considerations when using an automated external defibrillator                      2.3 Demonstrate the correct placement of AED electrode pads on a manikin                      2.4 Follow AED voice prompts accurately                      2.5 Demonstrate how to combine the use of an automated external defibrillator with minimal interruptions in cardiopulmonary resuscitation using a manikin                      2.6 Demonstrate the safe delivery of AED shock                      2.7 State the procedures if the casualty shows signs of life and starts to breath normally                      2.8 Identify the information required when handing over the casualty</p>