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## **Qualification Specification**

**Highfield Level 2 International  
Award in Paediatric First Aid,  
the Safe Use of an Automated  
External Defibrillator and  
Managing Illness and Injury**

Version 2 May 2019

## Contents

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

## Highfield Level 2 International Award in Paediatric First Aid, the Safe Use of an Automated External Defibrillator and Managing Illness and Injury

### Introduction

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

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### Key Facts

<b>Recommended Duration</b>	12 hours (2 days)
<b>Assessment Method:</b>	Practical assessment and multiple-choice knowledge assessment

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### 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 basic first aid including managing illness and injury and the use of an automated external defibrillator.

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

Unit 1 content includes: 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, who are suffering from shock and the safe use of an automated external defibrillator (AED).

Unit 2 content includes: first aid to an infant and a child: with a suspected fracture and a dislocation; with a head, neck and back injury; with conditions affecting the eyes, ears and nose; who are experiencing the effects of extreme heat or cold; with burns or scalds; who has been poisoned or bitten or stung.

**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.**

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## Entry Requirements

Centres are responsible for ensuring that learners can meet the necessary standards of the language in which the course is being delivered.

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## 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/assessor to a maximum of 12 learners in any one instance.

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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.

*Learners who register for this qualification within 6 months of successfully completing the Highfield Level 2 International Award in Paediatric First Aid and the Safe Use on an Automated External Defibrillator will be exempt from completing the first unit (International Paediatric Emergency First Aid and the Safe Use of an Automated External Defibrillator) in this qualification.*

**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 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.

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## 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).

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

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.***

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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 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.**

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## Progression

Progression and further learning routes include:

- 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.

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## Useful websites

- [www.highfieldproducts.com](http://www.highfieldproducts.com) (Highfield Products)
- [www.highfieldinternational.com](http://www.highfieldinternational.com) (Highfieldabc MEA)
- [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield UK)

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## Recommended Training Materials

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

**Unit Title:** International Paediatric First Aid and the Safe Use of an Automated External Defibrillator

**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"> <li>• unresponsive infant; and</li> <li>• unresponsive child who is not breathing normally.</li> </ul> 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 effect 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>
<p>7. Know how to provide first aid to an infant or a child who is suffering from shock.</p>	<p>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.</p>
<p>8. Be able to safely use an automated external defibrillator.</p>	<p>8.1 Describe the differences between using an AED on an adult and a child. 8.2 Identify safety considerations when using an automated external defibrillator. 8.3 Demonstrate the correct placement of AED electrode pads on a manikin. 8.4 Follow AED voice prompts accurately 8.5 Demonstrate how to combine the use of an automated external defibrillator with minimal interruptions in cardiopulmonary resuscitation using a manikin. 8.6 Demonstrate the safe delivery of AED shock. 8.7 State the procedures if the casualty shows signs of life and starts to breath normally. 8.8 Identify the information required when handing over the casualty.</p>



Unit: **International Managing Paediatric Illness and Injury**  
 Level: 2  
 Hours: 6

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<i>The learner will</i>	<i>The learner can</i>
1. Be able to provide first aid to an infant or a child with a suspected fracture and a dislocation:	1.1 Identify the common types of fractures. 1.2 Explain how to manage a fracture. 1.3 Explain how to manage a dislocation. 1.4 Demonstrate the application of: <ul style="list-style-type: none"> <li>• a support sling and;</li> <li>• an elevation sling.</li> </ul>
2. Be able to provide first aid to an infant or a child with a head, a neck and a back injury:	2.1 Describe how to recognise and manage head injuries including: <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Cerebral compression.</li> </ul> 2.2 Demonstrate how to manage a suspected spinal injury.
3. Know how to provide first aid to an infant or a child with conditions affecting the eyes, ears and nose:	3.1 Describe how to recognise and manage an infant or a child with a foreign body in their ears and nose. 3.2 Describe how to recognise and manage common eye injuries.
4. Know how to provide first aid to an infant or a child with a chronic medical condition or sudden illness:	4.1 Describe how to recognise and manage chronic medical conditions including: <ul style="list-style-type: none"> <li>• Sickle cell anaemia</li> <li>• Diabetes</li> <li>• Asthma.</li> </ul> 4.2 Describe how to recognise and manage serious sudden illnesses including: <ul style="list-style-type: none"> <li>• Meningitis</li> <li>• Febrile convulsions.</li> </ul>
5. Know how to provide first aid to an infant or a child who is experiencing the effects of extreme heat and cold:	5.1 Describe how to recognise and treat the effects of extreme cold for an infant or a child. 5.2 Describe how to recognise and treat the effects of extreme heat for an infant and a child.
6. Know how to provide first aid to an infant or a child who has sustained an electric shock:	6.1 Describe how to safely manage an incident involving electricity. 6.2 Describe first aid treatments for electric shock incidents.
7. Know how to provide first aid to an infant or a child with burns or scalds:	7.1 Describe how to recognise the severity of burns and scalds to an infant and a child to include: <ul style="list-style-type: none"> <li>• Superficial</li> <li>• Partial-thickness</li> <li>• Full-thickness.</li> </ul>

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	7.2 Describe how to treat burns and scalds to an infant or a child to include: <ul style="list-style-type: none"> <li>• Superficial</li> <li>• Partial-thickness</li> <li>• Full-thickness.</li> </ul>
8. Know how to provide first aid to an infant or a child who has been poisoned:	8.1 Identify how poisons enter the body. 8.2 Explain how to recognise and treat an infant or a child affected by common poisonous substances, including plants. 8.3 Identify sources of information that provide procedures for treating those affected by poisonous substances.
9. Know how to provide first aid to an infant or a child who has been bitten or stung:	9.1 Describe how to recognise the severity of bites and stings to an infant or a child. 9.2 Identify treatment for common bites and stings.