N: Paediatric First Aid – Group and school-based providers

What do I need to know?

- Legal Framework
  - Equality Act 2010
  - The Health and Safety (First-Aid) Regulations 1981
- EYFS statutory framework for group and school-based providers pages 30-31, paragraphs 3.37-3.40

Paediatric First Aid (pages 28-29 of audit)	Things to consider and discuss:
Do you **ensure** at least one person has a current paediatric first aid (PFA) certificate and is on the premises and is available at all times when children are present, and accompanies children on outings?	• Who are the staff members with a current paediatric first aid certificate (PFA)? • When do they need to renew their qualification? How do you plan to ensure there is always at least one person in your provision holds a current PFA certificate? • How do you ensure there is always a member of staff with a current PFA certificate on-site, on visits and on school-runs? • Where do you keep your first aid kit? How do you ensure the first aid kit is easily accessible? Does everyone know where to find it? Who would use it? • Do you have separate, portable first aid kits for outings or school runs? • What procedures are in place to ensure the contents of first aid kits are regularly checked and returned to allocated storage space? • How do you know what should be in your first aid kit to meet Health and Safety Regulations? • What contingency plans do you have for PFA staff members who are unavailable? • If you only have one person who has a current PFA certificate, what will happen should they be on sick leave or annual leave?

Paediatric First Aid (pages 28-29 of audit)	Things to consider and discuss:
Do you **ensure** the certificate is for a full course consistent with the criteria set out in Annex A of the 'Statutory framework for the EYFS'? Do you **ensure** you renew PFA training every three years and ensure it is relevant for workers caring for young children and where relevant, babies? *Are you aware you are responsible for identifying and selecting a competent training provider to deliver your PFA training?* *Are you aware that there are a range of Training Providers who offer Paediatric First Aid training, however you may want to consider one of the following: one that is a member of a Trade Body with an approval and monitoring scheme, the Voluntary Aid Societies and those who are accredited by an Ofqual Awarding Organisation to provide nationally regulated first aid qualifications. It may also be helpful to refer to HSE's guidance about choosing a first aid training provider, which can be found on the HSE website.*	• How do you know staff's PFA certificates meet the requirements of the Statutory • framework for the EYFS, Annex A? • Do staff renew their PFA certificate every three years? • How do you know your PFA training is relevant for workers caring for young children and where relevant, babies? • How do you track when PFA renewals are due to ensure that staff are always up to date? • How do you ensure the PFA course content is consistent with the criteria set out in Annex • A of the 'Statutory framework for the EYFS' (pages 42 & 43)? How would you obtain information on local companies who are able to provide appropriate, high quality first aid training?

Paediatric First Aid (pages 28-29 of audit)	Things to consider and discuss:
Do you take into account the number of children, staff and layout of premises to **ensure** that a paediatric first aider is able to respond to emergencies quickly?	• How do you manage staff with PFA to ensure they are able to respond to emergencies quickly e.g. if staff with PFA are on another floor, in another building (on-site) or outdoors? • How quickly and easily accessible is the first aid kit and other equipment that may be required in an emergency? • How do you maintain ratios if staff with PFA have to move to another area of the provision? • How do you monitor and ensure all newly qualified entrants have either a full PFA or • emergency PFA certificate to be counted in ratio's? What evidence do you require? • What procedures do you have in place to ensure new staff have completed the PFA qualification within the 3 month time limit? • What procedure have you got in place for if this is not completed?
Do you **ensure** all staff who obtained a level 2 and, or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting? Do you **ensure** all staff who have completed the experience-based route obtain a PFA qualification before they can be included in the staff:child ratios at level 3?	• What risk assessments do you have in place where a newly qualified entrant to the work workforce is unable to gain a PFS certificate? • Do you include newly qualified entrants in the staff: child ratios? How do you manage these staff? • Which such staff have attended PFA training? What written evidence have you obtained for these members of staff? How do you securely store this information? • Which staff have completed the experience-based route? Have you checked if these staff have also obtained a PFA qualification before you include them in ratios?
Do you **ensure** that to continue to be included in the ratio requirement the certificate is renewed every 3 years?	• How do you record dates of when training is renewed? Who is responsible for checking this information is correct and up to date?

Paediatric First Aid (pages 28-29 of audit)	Things to consider and discuss:
Do you make sure you display (or make available to parents and, or carers) staff PFA certificates or a list of staff who have a current PFA certificate?	• Is the display visible and accessible to all parents and, or carers? • If it is not the parent who picks up and, or collects the child, how do you share this information with both the carer and then the parent? • If your PFA is not displayed, can you make this available to parents and, or carers if requested? • How often do you review and update this display?

Useful links and further help:

UK Government and Ofsted guidance to registration
Early years qualifications list
Start - Check an Early Years qualification
First aid at work - your questions answered
Basic advice on first aid at work
First aid in schools

Derbyshire SchoolsNet - Early Years Team
Derbyshire Early Years Service - Eventbrite
Email: CS.EYS@derbyshire.gov.uk