



Millie's Mark Criteria Scotland

To achieve Millie's Mark, settings must complete:

1. The Training Matrix (template provided) and upload copies of all Paediatric First Aid certificates
2. An Audit of Practice (template provided)
3. The Risk Assessment (template provided) and upload a floor plan of the setting

The awarding of Millie's Mark will be dependent on all of the criteria in this table being met **in addition** to the legal requirements as set out in the Scotland's Health and Social Care Standards.

Millie's Mark Criteria
Criteria Number 1
<p>All staff with direct care of children in a setting, including volunteers, MUST hold a paediatric first aid certificate that reflects their risk assessment. This means that each member of staff in a setting MUST HAVE EITHER:</p> <ul style="list-style-type: none"> • An up-to-date full PFA certificate (minimum 12 hours contact time); or • An up-to-date emergency PFA certificate (minimum 6 hours contact time) <p>An accurate paediatric first aid training 'needs assessment' is carried out by the provider for its setting's staff (in advance of training). This will best indicate which of the two training qualifications are required. This could be a mixture of both qualifications across a setting's workforce – depending on: staff's prior PFA experience; the number of children being cared for; and the nature of any existing underlying health problems that children in the setting's care might have.</p> <p>NB: NDNA encourage providers to 'needs assess' their staff's PFA Training requirements via the template risk assessment document provided BUT it is the providers' responsibility to choose the most appropriate course.</p>
<p>The provider will submit evidence based on their risk assessment. All staff must hold an appropriate in-date PFA (full or emergency) certificate (see criterion 3).</p>

The provider will be responsible for determining which staff have direct care of children and the type of PFA qualification they should hold: for example, this might also include other staff that come into regular close contact with children at key times (in addition to 'early years' staff) , such as lunchtime supervisors, drivers, and escorts at SEN settings, etc.

Criteria Number 2

Awarding of Millie's Mark will indicate strong delivery of PFA training and PFA understanding. Therefore, course content of the full (2 day) PFA training course must meet the existing requirements set out in the Scotland's Health and Social Care Standards.

These standards require individuals to be trained in PFA and to have the confidence to act in an emergency.

1.24 *'Any treatment or intervention that I experience is safe and effective'*

3.14 *'I have confidence in people because they are trained, competent and skilled'*

4.14 *'My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event'*

The provider will ensure that all one-day Emergency PFA training attended by student staff will be classroom-based and led by an appropriately trained PFA instructor. The instructor should be able to competently assess a student's understanding of theory and practical techniques and can demonstrate (using a manikin where appropriate) the correct first aid techniques required to the instructor's satisfaction. Assessment will result in an unambiguous, clear 'Pass' or 'Fail'.

Whenever possible, the two-day PFA training will be undertaken face-to-face. Where this is not possible, the two-day PFA training course may take place as a combination of proportionate 'blended' online/practical provision. However, this will only be permitted whereby any online element takes place on 'Day One', so that the trainer can check ability and challenge students' breadth of understanding (theory assessment and practical assessment) on Day Two – before giving a 'Pass' or 'Fail' assessment with appropriate feedback to the student and their employer. Ideally, training Days 'One' and 'Two' will take place consecutively. If this is not possible, the period between both days cannot be indefinitely open-ended (and must be within 6 weeks).

The onus is on the provider to produce, on demand, evidence that NDNA requests proving which complete course was attended and the qualification each member of staff has achieved. NDNA has the discretion to decline award of Millie's Mark if evidence supporting the expected standard is not submitted. NDNA will give

applicants any reasons for Not Awarded.

Providers of nursery care (i.e. employers) can choose first aid training from one of the following organisation(s) in order for it to be eligible for Millie's Mark:

- An Ofqual; SQA; or Welsh government regulated training
- A Voluntary Aid Society; or
- A training provider who operates under a voluntary approval scheme; or one that is a member of a trade body with an approval and monitoring scheme
- A training provider who operates independently of any such accreditation scheme.

Criteria Number 3

The provider must submit electronic certification and/or any other requested supporting evidence as confirmation that all its early years staff have **met all the criteria** as agreed and developed by NDNA.

The provider will pay an administration fee to NDNA on application of the Mark. The fee is non-refundable, even if NDNA deems that the criteria have not been met to its satisfaction. This is a one-off fee that will cover the application and three year duration of the Mark. The provider will retain Millie's Mark for the duration of the three years, provided that no substantiated, evidenced concerns come to light to discredit the provider's commitment to PFA quality and coverage in the setting(s). NDNA will carry out 'spot checks' on certification and any supporting evidence in a sample of settings during the three-year period to ensure that all staff still have a current certificate.

If a provider's setting (s) receives two consecutive 'weak' ratings from Care Inspectorate regardless of the reason(s) for these ratings, NDNA will have the discretion to remove Millie's Mark from the setting(s) belonging to that Care Inspectorate registration.

NDNA has a website for Millie's Mark and an internal appeals and a complaints procedure. The website lists all of the providers that have been awarded Millie's Mark.

In order to reduce burdens on the sector, retain proportionality of effort and be realistic about the challenges of staff recruitment and staff turnover, providers will be given a three-month grace period in which to upskill new staff / renew existing staff's PFA training. Providers will be permitted to retain Millie's Mark if action is taken within this time period.

Criteria Number 4

A provider who has been awarded the Quality Mark will be permitted by NDNA to use the logo; and display the Millie's Mark certificate confirming that the provider has been granted the award. The certificate includes the expiry date for using/renewing the Mark.