

Millie's Mark Criteria

To achieve Millie's Mark, settings must:

- Complete the **training matrix**, including the staff confidence summary (template provided) and upload copies of all **Paediatric First Aid certificates**
- Complete the **audit of practice** (template provided)
- Complete the **risk assessment** (template provided) and upload a **floor plan** of the setting.

Awarding Millie's Mark will be dependent on all of the criteria below being met **in addition** to the legal requirements as set out in the Early Years Foundation Stage (EYFS) Statutory Framework.

On receiving the Millie's Mark Award
• The provider will pay an administration fee to NDNA on application for Millie's 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 covers the application and three year duration of Millie's Mark • A provider who has been awarded Millie's 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 Millie's 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 may carry out 'spot checks' in a sample of settings during the three year period to ensure that all criteria continue to be maintained • If an awarded setting receives two consecutive 'inadequate' ratings from Ofsted, regardless of the reason(s) for these ratings, NDNA will have the discretion to remove Millie's Mark from the setting belonging to that Ofsted registration • NDNA has an internal appeals and complaints procedures • The NDNA website lists all providers who have been awarded Millie's Mark.

Criteria Number 1
All staff with direct care of children in a setting, including volunteers, MUST hold a paediatric first aid certificate that reflects the setting's risk assessment. This means that each member of staff in a setting MUST have either: • 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). In advance of training, the setting must complete an accurate paediatric first aid training 'needs assessment'. This will best indicate which of the two training qualifications is required. This could be a mixture of both qualifications across the workforce, depending on factors such as prior PFA experience, the number of children being cared for and the nature of any child's existing underlying health problems. 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, considering staff other than early years practitioners who come into regular close contact with children at key times, such as lunchtime supervisors, drivers, escorts at SEN settings, etc. NB: NDNA encourages providers to 'needs assess' their staff PFA training requirements via the template risk assessment document provided BUT it is the provider's responsibility to choose the most appropriate course. The provider must submit evidence based on their risk assessment. All staff MUST hold an appropriate in-date PFA (full or emergency) certificate.

Criteria Number 2

Course content of the full (2 day, 12 hour) PFA training course must meet the existing requirements set out in the EYFS. As a minimum, the content of the six hour Emergency PFA training must cover the elements prescribed in the EYFS (Annex A).

The provider will ensure that all six hour Emergency PFA training attended by staff is classroom-based and led by an appropriately trained PFA instructor.

The instructor should be able to assess the staff member's understanding of theory and practical techniques competently and they should demonstrate (using a manikin where appropriate) the correct first aid techniques required to the instructor's satisfaction. Assessment will result in an unambiguous Pass or Fail.

Whenever possible, the 12 hour 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. Ideally, the two days' training will take place consecutively. If this is not possible, the period between both days must be within six weeks.

Blended training is only permitted when any online element takes place on day 1, so that the trainer can check ability and challenge breadth of understanding (theory assessment and practical assessment) on day 2 prior to awarding a Pass or Fail assessment, with appropriate feedback to the staff member and their employer.

The provider must produce, on demand, evidence proving which course was attended and the qualification each member of staff has achieved.

Receiving Millie's Mark indicates strong delivery of PFA training and PFA understanding. NDNA has the discretion to decline award of Millie's Mark if evidence supporting the expected standard is not submitted.

Providers are responsible for identifying and selecting a competent training provider to deliver their PFA training. There is no hierarchy in relation to the range of training providers who offer Paediatric First Aid training, however those who work under the following bodies are fully regulated:

- One that is a member of a Trade Body with an approval and monitoring scheme
- The Voluntary Aid Societies and those who work under Ofqual Awarding organisations.

It may also be helpful to refer to HSE's guidance about choosing a first aid training provider, which can be found at www.hse.gov.uk/pubns/geis3.htm

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 PFA training.

Providers will be permitted to retain Millie's Mark if action is taken within this time period.

Criteria Number 3

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