



Nether Hall School

SUPPORTING PUPILS WITH ADDITIONAL CARE NEEDS PROCEDURES

Policy Date:	February 2023	Policy Review Date:	February 2025
Responsible Person:	Jo Bacon		
Sarah Naylor Headteacher	Signature: <i>S. Naylor.</i>	Date: 22.06.2023	
Adrian Keene Chair of Governors	Signature: <i>A. C. Keene</i>	Date: <i>1st Feb 2024.</i>	

Introduction

Many of our pupils require a significant amount of physical support and contact from adults due to their additional care needs and the nature of the therapy programmes prescribed for them.

This may include:

- Personal and Intimate Care such as:
 - dressing/undressing
 - washing and drying
 - toileting **
- Administration of Medication, following the individual care plan and protocol
- Therapy Programmes
- Eating and Drinking
- Enteral Feeding
- Suction

This document outlines our procedures and protocols regarding the provision of these additional needs.

Personal and Intimate Care

Personal and intimate care is defined as any activity staff undertake to meet the personal needs of a child or young person.

When addressing the personal needs of children and young people, staff will ensure pupils:

- feel safe and secure
- have personal privacy
- are treated with dignity and respect
- are consulted about their intimate care wherever possible
- are informed of what is happening and/or about to happen
- receive consistent and equitable treatment.

It is Nether Hall School's policy and practice that;

- male and female staff provide intimate and personal care for boys and young men consistent with the policy guidance above
- female staff provide intimate and personal care for girls and young women consistent with the policy guidance above

** Located in pupil toilet areas there will be:

- disposable gloves (non-latex and non-powder are provided)
- aprons
- bags - different bags for different types of use
- spray cleaner
- alcohol hand gel for adult use only, and only when soap and water not available
- wipes.

Procedure

- wash hands with soap before providing support
- wear disposable apron and gloves
- ensure all items required are close at hand
- **No pupil should be left unattended at any time**
- There is an emergency alarm (red cord) located in every toilet. In the event of an emergency please pull this.
- use toilet roll to remove excess body waste then use wipes to ensure the pupil's genital area is clean
- place pad, toilet roll, wipes, gloves, and apron straight into plastic bags and dispose of in the specific bin provided
- double wrap/bag soiled items
- spray and wipe down changing area using disinfectant ready for the next pupil. Ensure pupils are not in the vicinity of the spray
- wash your hands and wrists and rinse thoroughly. Where running water is not available, use alcohol gel
- remove as much soiling as possible from clothing by scraping and hot sluicing before either washing in school in a bag or double wrapping and sending home
- wash soiled clothes placed in a bag at pre-wash and then at 65°C for at least 10 minutes

Administration of Medication

Please follow the 'Administration of Medicines Policy & Procedures' and ensure that the correct associated documentation is completed. This document has been issued to each class and further copies can be obtained from the office.

Therapy Programmes

Therapy programmes are put in place by qualified professionals from the Primary Care Trust (PCT), such as physiotherapists, and then followed by Nether Hall Staff and specialised staff within the school setting when they have received training. When addressing the therapy needs of children and young people, staff will be sensitive to their individual needs and will ensure that pupils:

- feel safe and secure
- have personal privacy
- are treated with dignity and respect
- are informed of what is happening and/or about to happen
- receive consistent and equitable treatment.

Eating and Drinking

Pupils will require different levels of support with their eating and drinking depending on their additional needs. All pupils should be encouraged to be as independent as possible and sufficient time should be allowed for pupils to do this. Where additional support is given, the following guidelines should be adhered to:

- feeding plans, where provided, should be followed at all times
- food and drink should be provided to the correct consistency etc. as described in the 'International Dysphagia Diet Standardisation Initiative (IDDSI) Framework' attached
- dietary requirements should be followed at all times
- pupils requiring full support should be fed one-to-one and staff should follow the best practice described during eating and drinking training and visual impairment training provided each year by Speech and Language Therapy (SaLT) and the peripatetic staff from the visually impaired team.

Enteral Feeding - Gastrostomy, Nasogastric (NG) etc.

1. Training

- All staff must have completed their initial training with the Diana Service before providing enteral feeding support in school. This training will either be online or with a Diana nurse.
- Once initial training has been passed, staff can provide enteral feeding support BUT only while FULLY supervised by a trained member of staff.
- An assessment will be given by a Diana nurse for staff who have completed initial training.
- When a Diana nurse considers the member of staff is confident and competent then enteral feeding support may be provided independently without direct supervision.
- Update training must be undertaken annually from the date that initial training was completed.

2. Procedure

- Hands must be washed thoroughly and a clean apron and gloves must be worn whilst feeding. This must be repeated for each feed/pupil.
- Pupils should be involved in the process and consent should be obtained where possible and appropriate.
- Enteral feeding support should be provided in accordance with the pupil's feeding plan. Where this allows parents to change the amount/rate then this must be checked to ensure the correct amount/rate is given.
- Feeds must be checked to ensure they are the correct type and in date. If feed has been decanted into a plain bottle then a label should be attached by parents confirming what feed it is and when it was opened.
- All equipment must be kept clean and stored in labelled boxes to ensure that the correct equipment is used.
- A complete and accurate record of all feeds must be kept using the provided documentation 'Weekly Gastrostomy Record' (**Appendix A**) or 'Weekly NG Record' as appropriate (**Appendix B**). These must be checked and signed by the level 3 TA to confirm that they have been filled in with the correct level of detail.
- Changes to staffing during a feed must be documented and signed.
- Extension tubes and syringes must travel home with the pupil at the end of the school day.
- Pupils should not be fed whilst on transport – either to/from school or for trips etc.
- Any errors made during the provision of enteral feeding support must be reported to Joanne Bacon immediately. In the absence of Joanne Bacon please report to a member of SLT immediately.

3. Staffing

- Where possible enteral feeding support should be provided on a 1:1 basis. However it is acceptable to provide support to two pupils requiring support at the same time if:
 - Both pupils require support via a pump and not via a bolus feed.
 - The first pupil is settled on a pump feed before the second pupil's feed is started. The first pupil's feed may be paused whilst the second feed is started or an additional member of staff can observe the first pupil whilst the second feed is started.
 - **Bolus feeds must always be supported one-to-one.**
 - **NG feeds must always be supported one-to-one.**
 - **The second pupil is not being fed orally.**
 - There is an additional member of staff in the room to assist. Where possible this should be a trained member of staff but any member of staff who knows the pupils is also acceptable.

- It is understood that if a pupil shows signs of distress then their pump should be turned off immediately until they are settled again.

Suction

1. Training

- All staff must have completed their initial training with the Diana Service before providing suction support in school. This training will either be online or with a Diana nurse.
- An assessment will be given by a Diana nurse for staff who have completed initial training.
- Once the Diana nurse has passed the member of staff then suction support may be provided independently without direct supervision.
- Update training must be undertaken annually from the date the initial training was completed.

2. Procedure

- Suction pumps must be labelled clearly with the child's name.
- Hands must be washed thoroughly and a clean apron and gloves must be worn whilst providing suction. This must be repeated each time suction is required.
- Pupils should be involved in the process and consent should be obtained where possible and appropriate.
- All equipment must be checked upon arrival at school. The attached 'Suction Checklist' (**Appendix C**) should be signed to reflect this. Any missing or broken equipment should be reported to parents immediately so that replacement or repairs can be arranged.
- Suction machines must stay with the pupil at all times throughout the school day.
- A complete and accurate record of all suction performed must be kept using the provided documentation 'Suction Support Record' (**Appendix D**).
- All equipment should be cleaned thoroughly after suction support has been given.
- Suction pumps must accompany the pupil at all times and be sent home with the pupil at the end of the day.
- Any errors made during the provision of suction support must be reported to Joanne Bacon immediately. In the absence of Joanne Bacon please report to a member of SLT immediately.

PLEASE NOTE: Suction pumps must be brought in to school every day. If a pupil arrives in school without their suction pump then please notify Joanne Bacon who will contact parents immediately. Parents will need to either bring in the pump straight away or collect their child from school. In the absence of Joanne Bacon please report to a member of SLT immediately.

In the Event of an Error

- An error is defined as anything that does not accurately follow the instructions in the feeding plans, care plans etc. It also covers non-adherence to documented procedures or guidelines.
- Errors can mean feeds or care is provided incorrectly or not given when specified. It could also involve moving and handling errors.
- All errors should be reported immediately to Joanne Bacon or to a member of SLT.
- A phone call to parents/carers will be made by Joanne Bacon or SLT.
- In the event of the error causing an injury, illness etc. normal first aid procedures will be followed and parents/carers will be informed immediately. In this event a first aid form should be completed in addition to an error form.
- The form called 'Record of error or near miss for pupils (To include Administration of Medication and Care Procedures)' (**Appendix E**) needs completing by the member of staff concerned as soon as possible.

- The form should be given to Joanne Bacon or a member of SLT and needs to be uploaded to CPOMS with an account of the error.
- A meeting with relevant staff, SLT and Joanne Bacon will be held to discuss the actions required to address the issues causing the error.
- Errors may result in disciplinary procedures being followed and further agencies being notified.

Linked Documents

- [Moving & Handling Policy](#)
- [Administration of Medication](#)
- [Supporting Pupils with Medical Conditions](#)

APPENDIX A: Weekly Gastrostomy Feeding Record – Front Page

Name		Week beginning	
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	Time	Volume			Comments (what feed, where, changes to staff, any concerns, etc.)	Signature
		Flush 1	Feed	Flush 2		
Monday						
Tuesday						
Wednesday						

Weekly Gastrostomy Feeding Record – Back Page

	Time	Volume			Comments (what feed, where, changes to staff, any concerns, etc.)	Signature
		Flush 1	Feed	Flush 2		
Thursday						
Friday						

Additional Comments/Notes

Record checked by Level 3 – Check of records only - not witnessed feeds	
Comments:	
Signed:	Date:

APPENDIX B: Weekly NG Feeding Record – Front Page

Name		Week beginning	
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	Time	Volume			PH	Comments (what feed, where, changes to staff, any concerns, etc.)	Signature
		Flush 1	Feed	Flush 2			
Monday							
Tuesday							
Wednesday							

Weekly NG Feeding Record – Back Page

	Time	Volume			PH	Comments (what feed, where, changes to staff, any concerns, etc.)	Signature
		Flush 1	Feed	Flush 2			
Thursday							
Friday							

Additional Comments/Notes

Record checked by Level 3 – Check of records only - not witnessed feeds	
Comments:	
Signed:	Date:

APPENDIX E: Record of error or near miss for pupils

(To include Administration of Medication and Care Procedures)

Date:	Pupil name:		Date of birth:	
Location when incident occurred				
Report of incident				
Name(s) of staff members involved in incident				
Follow up action <ul style="list-style-type: none"> Parents contacted (include time) Action agreed In case of parents being unobtainable, contact GP or NHS direct				
Social Services informed if safeguarding issue	See overleaf			
School Well-Being Coordinator informed				
After care (Please tick)	Pupil stayed in school		Teacher informed: Tutor group:	
	Pupil was taken home		Name of person collecting pupil:	
	Pupil taken to hospital	Yes	No	
	If yes, give name of member of staff accompanying pupil			
	Parents contacted and agreed to meet pupil at the hospital			Yes
Name of first aider attending if applicable				
Signature of person completing this form	Date:			

Agreed actions	
Support for member of staff	
Action taken to minimise the risk of this error happening again	
Signature of member of staff involved Date	
Signature of Head Teacher Date	

Copy to: Sarah Naylor, Joanne Bacon, Head of Phase

