



## SUPPORTING PUPILS WITH ENTERAL FEEDS POLICY

### **Rationale**

Some pupils attending Merstone may have a gastrostomy fitted to support their access to medication and nutrition. This policy is designed to ensure effective management and systems to support individual pupils with enteral feeds, ensuring they have as equal access to school life as their peers.

A positive response by our school to a child's nutritional needs will not only benefit the child directly but can also positively influence the attitude of their peers.

*"Anyone caring for pupils including teachers, other school staff and day care staff in charge of pupils have a common law duty of care to act like any reasonable prudent parent. Staff need to make sure that pupils are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency"*

DfES 03/05

### **Aims**

- Ensure that arrangements are in place in school to support pupils with enteral feeds.
- Ensure that school consult health and social care professionals, pupils and parents/carers to ensure that the needs of pupils are properly understood and effectively supported as written in EHCPs.
- Ensure that policies, plans, procedures and systems are properly and effectively implemented.
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibilities to support pupils with enteral feeds.
- Ensure appropriate access to care plans written by health professionals, such as a dietitian.
- Identify who is responsible for an individual's feeding regime.

- Ensure that plans are reviewed at least annually by school health teams, or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind.
- Ensure that the assessment and management of risks to the child's education, health and social wellbeing, minimises disruption.
- Ensure the policies and procedures are followed for supporting pupils with a gastrostomy or naso-gastric tube.
- Ensure that policies and procedures are followed in an emergency situation.
- Ensure that pupils with enteral feeds are able to participate in school trips and visits, or in sporting activities, and are not prevented from doing so.

## **1. Procedures**

### **1.1 Staff Training & Continuous Professional Development**

Specialist training to support all pupil's with an enteral feed is delivered to identified staff on a regular basis to meet the needs of our pupil's.

All training is delivered by the Solihull Special School Nursing team. Staff competencies are checked at least once a year. Additional training may be provided if a new pupil joins a class team or medical needs change.

Merstone staff work within department staff teams and provide continuous mentoring and coaching to one another.

### **1.2 Teacher responsible for pupils with enteral feeds**

The Executive Head teacher gives specific responsibility to class teachers to share information received from the School Health Team and disseminate information on individual feeding regimes to Learning Support Assistants within their team.

In the absence of the class team members, the class teacher will take responsibility for ensuring all feeding regimes are completed by trained staff, usually the on-site school nurse.

### **1.3 Risk assessments**

Risk assessments are available on request. Risk assessments are carried out to highlight risks that could harm pupils and staff. Where needed, individuals will receive an individual risk assessment written by a senior leader.

### **1.4 Feeding Regime and Consent**

#### **Forms**

- Consent forms are obtainable from the Solihull Special School Nursing team or Senior Management team on request.
- Parents/carers must consent to trained staff to administer enteral feeds to their child.

- If there are any changes to a feeding regime, new care plans must be completed by the Solihull Special School nursing team in consultation with parents/carers.
- School Staff and/or School Nurses may seek further medical advice regarding nutrition or feeding regimes from a pupils' dietician or consultant pediatrician.

### **1.5 Transporting pupils whilst on a feeding pump**

- In general pupils should not be transported whilst on a feeding pump unless this identified otherwise in their individual care plan.
- If transporting a pupil whilst on a feeding pump is necessary, parents/carers and staff are asked to ensure that they notify the driver and Pupil Transport Assistant (PTA), that a child's feed is being administered via the feed pump on the journey.
- If an alarm sounds whilst on the journey, drivers and PTAs are encouraged to wait for arrival at school/home and inform staff/parents/carers.

### **1.6 Safer people handling needs for pupils who require enteral feeds**

- In general pupils should not be repositioned whilst on a feeding pump unless this identified otherwise in their individual care plan.
- If changing the position of a pupil whilst on a feeding pump is necessary, parents/carers and staff are asked to ensure that they notify the driver and Passenger Transport Assistant (PTA), are asked to sign an additional disclaimer form recognising the additional potential risk to their child whilst the repositioning takes place.

### **1.7 Procedures for receiving and storing blended food for enteral feed administration.**

- Prior to storage, staff must make sure all food is prepared in line with the pupil's feeding regime.
- Any pre-blended meals should be stored in a fridge and parental/dietician instructions to be followed.

### **1.8 Refusals to cooperate with care routine/Errors**

- If errors occur, (e.g. overfeeding/underfeeding, wrong feed administered or forgotten,) staff must inform the Executive Head Teacher immediately even if the error can be rectified. The member(s) of staff involved must complete an incident form.
- Parents/carers must be informed of any errors immediately by the class teacher or Department Leader.
- If a pupil refuses to cooperate with a feeding regime, staff must respect the wishes, revisit the offer at an appropriate time, if the pupil continues to refuse to engage, Class Teacher must inform parents/carers.

### **1.9 Hygiene**

Colleagues should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures.

Colleagues have access to disposable gloves and aprons, hand wash and/or hand sanitizer. Colleagues should take extra care when dealing with spillages of body fluids and enteral feed equipment.

### **1.10 Emergency response to removal of mic-key, buttons or NG tubes.**

All pupils carry an emergency spare mic-key, button or NG tube in case of emergency. Parents/carers will be informed immediately if a child has required their emergency set.

## **2. Administering enteral feeds to pupils**

### **2.1 Procedures for the Administration of Enteral Feeds Bolus feeds - Milk Feed Only**

Only identified trained staff can only give the feed prescribed for that individual child;

- Before administering, all feeds must be checked against the consent form and feeding regime, ensuring the correct feed, amount, rate and time along with the expiry date.
- The equipment is prepared including feeding sets, syringes and extension sets (these items are for the individual child only and should be stored when not in use in the child's named container).
- Strict hygiene is to be observed, including hand washing and the wearing of gloves throughout the procedure.
- The extension set must be primed with water and attached to the Mic-key, Mini button or NG tube.
- The tube should be flushed with water as directed in the feeding regime. For naso-gastric tube feeding the tube needs to be aspirated and tested with ph paper to verify correct position/placement prior to flushing. Staff will receive additional training for supporting pupils with naso-gastric tube feeding.
- A large 60ml syringe or feeding set (primed with milk) is then attached to the gastrostomy, extension set or naso-gastric tube and the prescribed amount of feed is given slowly.
- After the feed is finished the tube should be flushed with water as directed in the feeding regime and signed for on the record chart.
- The extension set is then detached and washed in warm soapy water until tubing is clear along with any re-usable syringes and stored in the child's named container.

### **2.2 Blended diet via an enteral feed.**

Staff members must be trained in enteral feeds before administering a blended diet to a pupil. Parents/carers must agree a feeding regime/care plan with the school nursing team which should then be shared with the class team. Before administering, all feeds must be checked against the care plan

The Solihull Special School nursing team support school staff in understanding the risks of administering a blended diet via an enteral feed, as per the dieticians' recommendations.

If an incident arises school nursing staff will be available for support. Parents/carers must be contacted when it is safe to do so. Medical attention sought if necessary.

### **2.3 Nutricia Flocare Pump feeding**

- Staff can only give the feed prescribed for that individual child.
- Before administering, all feeds must be checked against the care plan, ensuring the correct feed, quantity, rate and time along with the expiry date.
- The equipment is prepared including the child's individual feeding pump, feeding sets, syringes and extension sets (these items are for the individual child only and should be stored when not in use in the child's named container).
- Strict hygiene is to be observed, including hand washing and the wearing of gloves throughout the procedure.
- The extension set must be primed with water and attached to the Mic-key, Mini button or NG tube. For naso-gastric tube feeding the tube needs to be aspirated and tested with ph paper to verify correct position/placement prior to flushing.
- The giving set must be primed with milk before attaching to the Mic-key, Mini Button or NG tube
- After the feed is finished the tube should be flushed with water as directed in the feeding regime and the extension set is then detached and washed in warm soapy water until tubing is clear along with any reusable syringes and stored in the child's named container.

### **3.0 Parent/Carer responsibilities**

All supplies for the Enteral feeding including extension tubes, giving sets, syringes, milk feeds and feeding pumps are sent in by the parents/ carers.

It is the parents/carers responsibility to ensure that feeding pumps are charged prior to a pupils coming into school and that the charger remains with the feeding pump.

Parents/ carers are responsible for maintaining the hygiene of all feeding equipment prior to it being sent into school with their child.

Parents/carers will be contacted if pupils do not arrive at school with the necessary equipment to meet their nutritional needs throughout the school day.

A spare individual pupil mic-key, button or NG tube should remain in school for emergency use at all times.

### **4.0 Additional Information**

If a pupil has difficulties tolerating Enteral feeding (for example, retching, vomiting or loose stools) this should be reported to the, parents/carers or School Nurse for advice.

Additional water may be required in hot weather. This should be discussed with the parents/carers or School Nurses and a care plan be in place before any additional water is administered.



## Enteral Feeding: Consent form Merstone School

We use this permission form for pupils needing specific support with enteral feeding.

Name of child	
Date of birth	
Name of parent/carer	
Address	

Enteral Feeds in school (for more information please see Supporting pupils with enteral feeds Policy)

	Signed	Not applicable
I give consent for trained staff to administer my child's enteral feed in school		
I understand that I am responsible for all enteral feed equipment to be provided my child daily.		
I will ensure that my child comes into school with a spare mic-key/button/NG set for emergency use		
I understand that if my child does not have the necessary equipment with them to support their feeding needs, then I will be contacted to bring the necessary equipment to school.		