



# SUPPORTING CHILDREN WITH ENTERAL FEEDS POLICY

Review September 2024

## Rationale

Some children attending Hob Moor Oaks 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 children 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 children including teachers, other school staff and day care staff in charge of children have a common law duty of care to act like any reasonable prudent parent. Staff need to make sure that children 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 to ensure that the needs of children 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 children 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.
- 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 Coventry and Warwickshire Children's and Young People Interactive Competency Framework as requested by York Hospital Trust School Health 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.

Hob Moor Oaks staff work within small staff teams and provide continuous mentoring and coaching to one another.

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

The Head of School gives specific responsibility to class teachers to share information received from the School Health Team and disseminate information on individual feeding regimes to Teaching Assistants and Midday Care 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.

### **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**

[Feeding Regime template](#)

[Request form - Enteral Feeds](#)

- Consent forms are obtainable from the School Health Team or Head of School on request.
- Parents must consent to trained staff to administer enteral feeds to their child.

- If there are any changes to a feeding regime, new consent forms must be completed and signed by the parents.
- School Staff, School Nurses or Health Care Assistant may seek advice regarding nutrition or feeding regimes.

### **1.5 Transporting children whilst on a feeding pump (Pupil Transport Assistant - PTA)**

- Parents and staff are asked to ensure that they notify the driver and 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.

### **1.6 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.
- Blended meals are then stored in the fridge and parental/dietician instructions to be followed.

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

- If errors occur, (e.g. overfeeding/underfeeding, wrong feed administered or forgotten,) staff must inform the Head of School immediately if the error cannot be rectified. The member of staff involved must complete a record of the incident on CPOMS.
- Parents must be informed of any errors immediately by the class teacher or Phase 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.

### **1.8 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.

### **1.9 Emergency response to removal of mic-key or buttons**

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

## **2. Administering enteral feeds to pupils attending Hob Moor Oaks**

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

The School Health Care assistant or named 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 or Mini button.
- 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 children 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 must share a feeding regime plan with school staff before administering a blended diet via a gastrostomy.

School Health teams 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 must be contacted when it is safe to do so. Medical attention sought if necessary.

## **2.3 Pump feeding**

- Staff can only give the feed prescribed for that individual child.
- Before administering, all feeds must be checked against the consent form and record chart, 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 or Mini button.
- 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.

- The giving set must be primed with milk before attaching to the Mic-key or Mini Button.
- 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.

#### **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 Health Care Assistant, parents or School Nurse for advice.

Additional water may be required in hot weather. This should be discussed with the Health Care Assistant, parents or School Nurses.

All supplies for the Enteral feeding tubes, milk feeds and feeding pumps are sent in by the parents.