

# Supporting Pupils with Medical Conditions in Special Schools

2023

Annexes



# Contents

Annex 1- Legislation

Annex 2- Special School Nursing Services Contact Details

Annex 3- Blended Diets

Annex 4- Training Matrix



## Annex 1- Legislation

- i. Department for Education, Statutory Guidance for Supporting Pupils with Medical Conditions 2017

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

- ii. Department for Education- Supporting Pupils with Medical Conditions 2017, Template documents

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

- iii. SEND Code of Practice 2020

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

- iv. Children and Families Act 2014

<https://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Section 100- Duty to support pupils with medical conditions  
<https://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>

- v. Working Together Guidance (updated 2020)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- vi. Royal College of Nursing- School Nursing

<https://www.rcn.org.uk/clinical-topics/children-and-young-people/school-nursing>



## **Annex 2**

### **Special School Nursing Services Contact Details**

#### **Blackpool and the Fylde Coast**

Telephone: 01253 951470

Email: [bfwh.blackpoolschoolnurses@nhs.net](mailto:bfwh.blackpoolschoolnurses@nhs.net)

Web: [School Nurses | Blackpool Teaching Hospitals NHS Foundation Trust \(bfwh.nhs.uk\)](https://www.bfwh.nhs.uk)

#### **Central Lancashire Special Schools**

Telephone: 01772 215 169

Email: [ss.nursingteam@lscft.nhs.uk](mailto:ss.nursingteam@lscft.nhs.uk)

Web: [Special Needs School Nursing :: Lancashire and South Cumbria NHS Foundation Trust \(lscft.nhs.uk\)](https://www.lscft.nhs.uk)

#### **North Lancashire and South Cumbria Special Schools**

Telephone: 01524 591625

Web: [Children's Community Nurses :: University Hospitals of Morecambe Bay NHS Foundation Trust \(uhmb.nhs.uk\)](https://www.uhmb.nhs.uk)

#### **Blackburn and East Lancashire Special Schools**

Telephone: 01282 644319

Email: [ss.nursingteam@lscft.nhs.uk](mailto:ss.nursingteam@lscft.nhs.uk)

Web: [Special Needs School Nursing :: Lancashire and South Cumbria NHS Foundation Trust \(lscft.nhs.uk\)](https://www.lscft.nhs.uk)



**Annex 3  
Blended Diets**

**Feeding Plan**

**Child's Name:**

**DOB:**

**Dietician:**

**Contact Number:**

**Date:**

**Blend and Bolus Feed as per risk assessment guidelines**

**Flushes**

**Always flush the tubes before and after medications**

**Additional Information**

**See risk assessment for blended diet administration advice**





**East Lancashire Hospitals**  
NHS Trust

**Delivery of Blended Diet via Gastrostomy Procedure & Competencies**

**Staff name.....**

	Carer signature	Nurse/ Dietitian Signature	Date
Have completed gastrostomy competencies- See gastrostomy competencies document (Lancashire Care Foundation Trust).			
Awareness of the ‘risk assessment of blended diet administered via enteral feeding tubes’, know where this is kept and have knowledge of contents.			
Understand the difference between feeding blended diet & commercial feed; eg slow, careful plunging may be required as blended feed is thicker therefore often unable to be given via gravity			
Understand the ‘Step by Step Procedure for administering blended feed.’			
Can safely follow the step by step procedure for administering blended feed			

**References**

NICE(National Institute for Health and Care Excellence)Clinical Guideline 139.Infection Prevention and Control of healthcare-associated infections in primary and community care.



White S, Clark S, Torrance A, Botterill P and Mathewson K. Evaluation of a liquidized normal food as an alternative for PEG-fed patients. *Journal of Human Nutrition and Dietetics* 1999;12:43-46.



**Step by Step Procedure for administering blended feed**  
**Child's name.....**

1. Ensure that you wash your hands thoroughly with soap and water prior to giving feed.
2. Gather equipment:
  - blended feed – **‘pureed with no bits, similar to a stage 1 baby food thickness’** (labelled and dated)
  - 60ml enteral syringe
  - cooled, boiled water for the flushes.
3. Make sure ..... is in an upright position, attach the extension set / feeding syringe to the gastrostomy button
4. Open the clamp and give ..... appropriate water flush (see plan) using cooled boiled water remembering to clamp the tube just before all of the flush drains out.
5. Fill the feeding syringe with approximately 60mls of blended diet, open the clamp again and using slow pushes plunge feed looking at plan for suggestions of timings. Refill syringe and repeat until total amount is given.
6. When approx 5mls of feed remains in the syringe top it up with appropriate amount of cooled boiled water to flush the tube through (this also may require slow plunge).
7. Clamp off extension set and remove from button.
8. Wash the extension set and syringes in warm soapy ensuring that they are dry prior to returning to .....’s plastic box.
9. Following giving the feed, wait at least an hour before child is led down.
10. Wash hands thoroughly with soap and water.
11. Sign feeding record to confirm feed has been given.

**Note:** If any signs of discomfort are displayed when feeding, or child appears to feel full, feeding should be stopped and parent(s) to be informed of symptoms.





**Annex 4****Special Schools Training Matrix 2023**

<b>Training &amp; Task Level</b>	<b>Audience</b>	<b>Delivered by</b>	<b>Frequency</b>	<b>Competency/Training Record</b>	<b>Additional Information</b>
Asthma Management (2)	Full School Teachers and Teaching Assistants	Special School Nurses/CCN Team	Annually	School hold Training Matrix	Face to face Theory and practical sessions delivered by SSN 1 hr
Epilepsy (2)	Full School Teachers and Teaching Assistants	Special School Nurses/CCN Team	Annually	School hold Training Matrix	Face to face Theory sessions delivered by SSN 1 hr
Tracheostomy (2)	Child Specific – 3 Teaching Assistants trained per child	Special School Nurses/CCN Team	See additional information	School hold a Training Matrix	Theory and practical based on 3 full tracheostomy changes. Each staff member carries out a supervised full tracheostomy change every 3 months prior to sign off.  BTH report that they offer bespoke training with no end date; nursing team support ongoing.
Epi-Pen (2)	All Teaching Assistants	Special School Nurses/CCN Team	Annually	School hold Training Matrix	Theory and practical session 1 hour.
Anaphylaxis (2)	All Teaching Assistants	Special School Nurses/CCN Team	Annually	School hold Training Matrix	Theory session 1 hour delivered by SSN
Diabetes Management (2)	Child Specific	Diabetes Specialist Nurse	Annually	School hold Training Matrix	Care plans provided by Diabetes Specialist Nurse



Rescue Medications (2)	Named Teaching Assistants/Child Specific	Special School Nurses/CCN Team	Annually	School hold Training Matrix	Competency based; theory and practical 1 hour per session
Gastrostomy Feeding (2)	Named Teaching Assistants/Child Specific	Special School Nurses/CCN Team/ <i>Enteral feeding companies in Pennine</i>	Annually although re-visited throughout the year	School hold Training Matrix	Competency based theory session 1 hour plus 1:1 practical session. Minimum of 3 sessions prior to sign off. <i>Practical session provided by feeding company in Pennine. Observation following and regular spot checks carried out by SSN</i>
Administration of Medicines (2)	Named Teaching Assistants	Special School Nurses delivered face to face by /SSN/CCN Team	Annually (BTH offer termly if school can make time)	School hold a Training Matrix	Competency based; Theory session 1 hour plus a minimum of 3 observations of administration prior to sign off.
Stoma Care (2)	Named Teaching Assistants/Child Specific	Specialist/Special School Nurses/ <i>Tertiary centres</i>	Annually	School hold a Training Matrix	Training re-visited when any changes to care
Seizure Management (2)	Whole School Staff	Special School Nurses/CCN Team	Annually	School hold a Training Matrix	Theory session 1 hour
<b>Training</b>	<b>Audience</b>	<b>Delivered by</b>	<b>Frequency</b>	<b>Competency/Training Record</b>	<b>Additional Information</b>
Blood Glucose Testing (?)	Named Teaching Assistants/child specific	Special School Nurses/CCN Team	Annually	School hold a Training Matrix	Bespoke training as child specific; incorporated into care plan



Suction Management (2)	Named Teaching Assistants/Child Specific	Special School Nurses/CCN Team	Annually	School hold a Training Matrix	Competency based child specific; 1 – 2 hours of training
<i>Ventilation (Invasive and Non-Invasive) Competency based training for non-invasive ventilation. Awareness training for fully invasive ventilation</i>	Named Teaching Assistants/Child Specific	Special School Nurses/CCN Team	Annually (ongoing if complex child)	Schools hold a Training Matrix	Theory and practical session; 1 hour for non-invasive ventilation.  Awareness session for named Teaching Assistants for fully invasive ventilation.  BTH report that they train 1:1 carer in all areas of care except vent management; this is purchased either by a health provider or Tertiary Centre
<i>Intermittent catheterisation</i>	Named teaching assistant/child specific	Specialist nurses	Annually	Schools hold a Training Matrix	Bespoke training delivered by specialist nurses

*All the above deemed to be Level 2 tasks except invasive ventilation which is a 3*

Although the table states annually, a lot of the training provided is offered more frequently particularly in terms of the more complex children. Nursing Teams will always support staff to ensure they feel competent when caring for children and will continue to train and support school staff throughout the year if required.



