

[illegible]

Care of a Child in School with a Tracheostomy

Prior to caring for a child in school with a Tracheostomy staff should have received appropriate teaching including demonstration of competence and skills acquired specific to the individual child on a number of occasions. This includes knowledge and understanding of airway management, tape and tube changing, suctioning, administration of nebulizers and PPE / infection control.

Until this is finalised it is likely that the child will need their parent to remain with them until the school has in place the appropriate level of care available at all times. A risk assessment will need to be completed by school.

Staff trained to meet the child's needs must remain with the child at all times. It is preferable that at least two members of staff will need to be specially trained to meet a child's needs to allow for cover of staff breaks / sickness or absence from work.

There must always be a second member of staff in the room to be able to call for help and assist in an emergency situation.

Where adequate cover and suitably trained staff are not available a parent must be notified early in the morning as the child will be unable to attend school.

Staff will need to maintain their skills and keep up to date at least every twelve months and ideally more frequently than this eg. Six monthly.

Parents are responsible for supplying a child's daily equipment including emergency box as well as back up supplies kept in school. If a child requires additional equipment such as a nebulizer, oxygen saturation monitor then this will be agreed on admission as part of their health care plan. The nurse will liaise with the child's other health care team members / CCN Team.

The child will have an individual health care plan drawn up in consultation with parents and kept up to date by the school nurse available in class.

Staff and parents will check the emergency box against a checklist on arrival and keep a daily signed record of this.

Parents will provide emergency contact details and keep school informed of any changes to the child's health needs.

A storage area will be made available in class for all spare equipment as well as easy quick access to their emergency box at all times. Class staff are responsible for checking the emergency box is also complete and re-stocked if items used during the school day prior to the child leaving the school building.

Class staff will be available to parents for exchanging information on arrival and departure from school as well as use on the home school diary.

Staff that are trained to meet the child's needs will either need to move with the child if they change class or sufficient notice given to allow for training to take place which can often take many months.

Special consideration will need to be given to school outings / trips off site and a risk assessment will be needed for each of these occasions.