



## Nasogastric (NG) Feeding Policy

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Document Reviewed by:	K. McCarthy	E. Preston
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**GOAL:** This policy outlines the procedures for supporting students who require Nasogastric (NG) tube feeding during school hours. It ensures the safe and effective administration of feeds while promoting the student's well-being and inclusion in school life.

## **1. Introduction**

At ARTS Education we may encounter students fitted with an NG Feeding tube and this policy is designed to ensure effective management and systems to support individual students that require NG tube feeding, this is to ensure that 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.

## **2. Objectives**

- 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.
- 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 well being, minimises disruption.
- Ensure the policies and procedures are followed for supporting pupils with a NG Feeding 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.

### **3. Staff Training for NG Feeding Tube**

NG Tube Feeding will only be administered by trained and designated staff members following the relevant training.

Specialist training to support all pupils with an enteral feed is delivered to identified staff. Training is normally arranged by the student's parents or carers and their care worker/clinician of choice. Staff competencies are checked at least once a year. Additional training may be provided if a new student joins a class team or medical needs change.

All training for NG Tube Feeding will be provided by a qualified healthcare professional and documented in the students file.

ARTS Education works within small staff teams and provides continuous mentoring and coaching to one another.

### **4. Creating a Feeding Plan for HG Tube Feeding**

An individual Feeding Plan will be created for the student to document their specific needs and will be available for all staff and those involved with administering the NG Tube Feed, this will include but not limited to:

- Training required.
- Hygiene protocols.
- Feeding frequency and amounts.
- What to do in case of student refusal.

### **5. Roles and Responsibilities**

#### **Head of School**

The Head of School gives specific responsibility to the members of staff that will be allocated to NG Tube Feeding. For those that will be organising relevant training (School Business Manager) and those that will be designated to administer the NG Tube Feed.

## **Staff members designated to NG Tube Feed**

Staff members are responsible for following the requirements of each student's 'Feeding plan' that require NG Tube Feeding. They will be responsible for the following:

- Hand hygiene will be strictly followed before and after every feeding procedure.
- All feeding equipment will be checked for proper function and expiry dates before use.
- The prescribed formula and volume will be double-checked against the 'Feeding Plan' before administration.
- Students will be positioned comfortably for feeding, and their privacy will be maintained.
- Feeding will be monitored for any signs of discomfort or complications. In such cases parents/carers will be notified immediately.
- Detailed records of each feeding session will be maintained by the designated staff member. These records will include the date, time, volume and type of feed administered, and any observations made. See **APPENDIX 1** for a copy of the 'NG Tube Feeding record' sheet. Parents/carers will receive copies of these feeding records upon request.

## **Parents and Carers**

A strong partnership between parents and carers, the school, and the healthcare team is essential for creating a supportive environment where students with gastrostomy tubes can thrive and reach their full potential at ARTS Education

- Provide written consent for the school to administer NG Tube Feedings.
- Provide clear instructions on how to prepare and administer the feedings, including any necessary medications.
- Communicate any specific needs or preferences you have regarding your child's feeding experience at school, along with any changes to the NG Tube feeding requirements from health professionals.
- Ensure the school has a sufficient supply of your child's specific formula and feeding equipment (tubes, syringes, pumps, etc.) with expiry dates clearly marked (any formula received where the label is not clearly readable will be refused).
- In case of emergencies, have a back-up plan for feeding supplies at school.
- Be available to participate in training sessions offered by the school nurse to designated staff members on gastrostomy tube care and potential complications.

This can help build trust and ensure everyone involved feels comfortable managing the feeding process.

- Discuss strategies to promote inclusion and ensure your child feels comfortable participating in school activities during feeding times.

## **6. Risk Assessment**

A risk assessment will be completed for each student and their feeding plan and are carried out to highlight risks that could harm students and staff. Risk assessments are available on request.

## **7. NG Tube Feeding Consent**

- Consent forms are obtainable from the School Office or from the Head of School on request via [parentmail@artseducation.co.uk](mailto:parentmail@artseducation.co.uk).
- 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.

See **APPENDIX 2** for copy of NG Tube Feeding consent form.

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

The recommended directions for storage labelled on the formula will be followed (any formula received where the label is not clearly readable will be refused).

## **9. Hygiene**

Staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff have access to disposable gloves, hand wash and/or hand sanitizer. Staff should take extra care when dealing with spillages of body fluids and enteral feed equipment.

## **10. 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 and on the feeding record.
- Parents must be informed of any errors immediately by the staff member allocated or Head of School.
- If a pupil refuses to cooperate with a feeding regime, staff must respect their wishes and revisit the offer at an appropriate time. If the pupil continues to refuse to engage the staff member must inform parents.

## **11. Administering NG Tube feeds to students attending ARTS Education.**

The 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 plan, ensuring the correct feed, amount, rate and time along with the expiry date.
- The equipment/formula 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).
- Strict hygiene is to be observed, including hand washing and the wearing of gloves throughout the procedure.

## **12. Confidentiality**

- All student information and medical records will be kept confidential in accordance with relevant data protection regulations.

## **13. Monitoring and Evaluation**

We review the effectiveness of our policy and practices yearly through student feedback, parent feedback, clinician feedback and staff reflection.

## **14. Conclusion**

This policy strives to create a safe and inclusive environment at ARTS Education for students who rely on NG tube feeding. Through collaboration between parents/carers and designated school staff, we can ensure students receive proper nutrition while maintaining their dignity and promoting their active participation in all aspects of school life. We are committed to ongoing review and improvement of this policy to best support the individual needs of each student.





**APPENDIX 2** for copy of NG Tube Feeding consent form.

## **ARTS Education Nasogastric (NG) Tube Feeding Consent Form**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This consent form outlines the plan for administering enteral feeding through a nasogastric (NG) tube to your child at ARTS Education during school hours. Please read this information carefully and discuss any questions you may have with the school nurse or your child's healthcare provider.

### **Feeding Details**

- **Feeding Schedule:** \_\_\_\_\_ (e.g., every 4 hours)
- **Formula:** \_\_\_\_\_ (Brand and type)
- **Volume:** \_\_\_\_\_ (mL per feeding)

### **Procedure**

- NG tube feeding will be administered by trained and designated school staff members following the specific instructions outlined in your child's Individualised feeding plan.
- Staff will follow strict hygiene protocols before and after each feeding.
- Your child will be positioned comfortably for feeding, and their privacy will be maintained.
- Feeding will be monitored for any signs of discomfort or complications. In such cases you will be notified immediately.

### **Parent/Guardian Consent**

I have read and understand the information provided regarding NG tube feeding for my child at ARTS Education. I hereby grant permission for the designated staff members to administer feedings to my child according to the details outlined above.

**Parent/Guardian Signature:** \_\_\_\_\_ **Printed Name:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## **APPENDIX 3 example feeding plan**

**Student:**

**Date:**

**Feeding Schedule:**

- **Lunch:** 12:30 with amount to be given 200ml
- If the student requests solid foods, the school will provide upon request on top of scheduled feed.

**Additional Notes:**

- Formula and 2 sterile syringes (small and large) to be provided from home each day.
- Formula to be in date and label able to be clearly read.
- Formula to be stored as per instructions on the formula bottle.
- Staff will follow hygiene procedures at every step of the feed (wearing sterile gloves etc).
- Small Syringe will be used to pull back to draw stomach acid and measure PH level. PH LEVEL MUST BE LOWER THAN 5.5
- Large syringe is then used to administer formula.
- Once finished Large syringe is then used for a water flush, feeding tube is then capped off.
- Same port is used for drawing back stomach acid, feeding and water flush.
- Both syringes are then washed and stored for student to take home at the end of the day to be sterilised.
- Equipment such as gloves used throughout the feed will be double bagged and disposed of accordingly
- Document feeding amount, consistency of residual (if applicable), and any observations in a feeding log.
  
- Emergency contact information:
  - Parent Name:
  - Phone number:

**Equipment Provided by Parent/Guardian:**

- Feeding formula (enough for the entire school day)
- Feeding bags/sets
- Sterile Syringes

**Designated Staff for Feeding:**

- There are four members of staff - SGN, DE, HM, AJ

**Location for Feeding:**

- This has been determined by the student and will take place either in the library or in classroom 5.

**Arrangements for School trips**

Suitable arrangements will be organised to ensure that feeding can still take place at the privacy of the student, this will be run through with both student and parent prior to the arranged trip. The site of the visit will be checked prior to discussion with the student and parent so that they can be fully prepared and informed.