

Specialist INA personal task list

Provide the medical care required as the identified adult trained in the paediatric emergency tracheostomy algorithm throughout the school day including breaktimes and lunchtimes for Care of a Pupil with Tracheostomy including but not limited to;

- a. respiratory assessment to ascertain whether they require nebulisation, suction, percussion and/or an emergency tracheostomy tube change if the tracheostomy is blocked with secretions.
- b. assess, plan, implement and evaluate care relating to respiratory management, including tracheostomy management, suction, nebulisation and escalation.
- c. completing thorough assessment, including oxygen saturations, heart rate, temperature, respiratory rate, work of breathing, colour and be aware of how to interpret any abnormal values and act on them accordingly following the airway clearance plan developed by the respiratory physiotherapy team
- d. Ensure the emergency tracheostomy box with the correct equipment and consumables inside is with the pupil at all times, including the respiratory action plan to support with management and escalation.
- e. Be in close proximity to pupil all day, including break and lunch times in case the pupil develops breathing difficulties.
- f. Maintain training in and carry out emergency resuscitation in the event of repeated suctioning or replacing of the tracheostomy being unsuccessful in resolving the issue.
- g. Maintain training in and carry out oxygen and medication administration in line with the care plan if needed required during school hours (oxygen, enteral antibiotics and nebulised saline, for example).
- h. Checking, maintenance and replenishment of equipment in line with the professional advice
- i. Following the care plan, maintaining a log of when procedures have been carried out.
- j. Carrying tracheostomy equipment and ensuring this is with the pupil at all times, including charged walkie-talkie and mobile phone for emergencies.
- k. Liaison with parent (and school nurse as appropriate) when requesting new equipment

- l. Support the pupil in learning activities within the classroom setting including meeting pupils' physical needs and maintaining close supervision to ensure safe tracheal practice while encouraging independence e.g. helping pupils to change for PE lessons, or other activities,
- m. Provide supervision out of lesson times including breaks and lunchtimes/toileting and during school visits as requested

Duties regarding gastrostomy care including but not limited to;

- a. Following the care plan/feeding regime for peg and if necessary jpeg including ensuring appropriate food storage, following the process for feeding using the stoma peg and cleaning and disposal of any items as required and care of the stoma site.
- b. Monitoring for any emergency situation e.g. leakage, blocked tube, rupture or tube out of place, pain or vomiting etc and following the care plan for these situations
- c. Checking, maintenance and replenishment of equipment in line with the professional advice
- d. Maintaining a log of when procedures have been carried out
- e. Being prepared for and supporting any incidents of vomiting/reflux