

## Complex health needs policy

Approved: 2 September 2019

Reviewed: 1 September 2023

Review due: 1 September 2024

### Purpose

This policy applies to all YMCA East Surrey Children and Young People Services staff and volunteers. YMCA East Surrey recognises that children and young people who attend our settings may have a variety of complex health needs. Therefore, this policy outlines procedures to be followed regarding meeting their care needs.

### Responsibilities and monitoring

Monitor: Head of Children & Young People

Approve: Board of Management

Endorse: Children & Young People Advisory Group

Propose: CEO

Draft and review: CYP Quality Manager

### Policy and procedure

#### Complex health needs

As a fully inclusive organisation, the YMCA may have children and young people who attend the settings who have complex health needs, such as epilepsy or severe allergies, and the appropriate steps to meet their health and medication needs will be taken (see Medication policy).

#### Children and Young People requiring oxygen therapy

For children who attend our services who require oxygen therapy whilst in our care, a Respiratory Escalation Plan must be in place (shared by parent/carers).

Parent/carers must sign in both the portable oxygen cylinder in use, and the spare cylinder, to state that they are full and are in working order.

The spare portable oxygen cylinder must be stored in at least six feet away from flames or heat sources, such as gas cookers and gas heaters, in an accessible location with clear signage.

Oxygen is a fire hazard, so staff must take precautions:

- ▶ never let anyone smoke near the portable oxygen cylinders
- ▶ keep portable oxygen cylinders
- ▶ don't use flammable liquids, such as cleaning fluid, paint thinner or aerosols, while using portable oxygen cylinder
- ▶ don't use oil-based emollients, such as Vaseline, when using portable oxygen tanks
- ▶ keep oxygen cylinders upright to prevent them being damaged
- ▶ in the event of a fire, inform the fire brigade that you have a child with a portable oxygen cylinder with them, along with the location of the spare cylinder.

For more information, please see the Fire policy.

### Epilepsy

Seizure record charts will be used for those who have epilepsy, along with their individual protocol, provided by the parent/carers (typically within the child's Epilepsy Care Plan and/or Education Health and Care Plan).

### **Severe allergies (anaphylaxis)**

The YMCA have staff who are EpiPen trained through external First Aid training. In the event of anaphylaxis, staff will follow the child's individual protocol, provided by the parent/carers.

### **Feeds via Percutaneous Endoscopic Gastrostomy and/or Jejunostomy**

Parent/carers of children who require YMCA staff to administer feeds (and/or medication – see Medication policy) via Percutaneous Endoscopic Gastrostomy and/or Jejunostomy must arrange to meet with the setting Coordinator prior to their child first attending to:

- ▶ complete a Request to Administer Feed Form (which includes the child's feeding regime)
- ▶ demonstrate to the Coordinator the actions required to administer the child's feed
- ▶ provide written permission for named staff to administer feeds

It is the responsibility of the parent/carer to inform the YMCA if anything regarding their child's feeds has anything changed.

Prior to administering the feed, staff must carry out the following checks:

- ▶ that the feed is in date and untampered with (if applicable)
- ▶ that they have the correct child or young person
- ▶ that they are aware of the actions required to administer the feed safely
- ▶ that they have correctly carried out adequate handwashing
- ▶ that they are wearing gloves

If staff are concerned about anything regarding the procedure required, they must not continue.

The Administration of Feed Record Form must be completed by named staff after each feed.

For more information see Personal and Intimate Care policy.

### **Training**

Through-out the year, all staff are fully trained in accordance with the health care requirements of the children in the settings. Furthermore, there are annual updates provided for all staff, covering all aspects of this policy, as well as respond to the different needs of staff/settings/children.

For more information see Training and Development policy.

### **Inclusivity**

YMCA East Surrey are an inclusive organisation; however, the YMCA reserve the right to delay providing care for children or young people until their health needs can be fully met with additional staffing (including an individual Personal Assistant) or equipment. Furthermore, YMCA East Surrey will refuse to take children if the relevant health documentation is not provided or sufficient.

For more information, see Equality, Diversity and Inclusion Policy.

