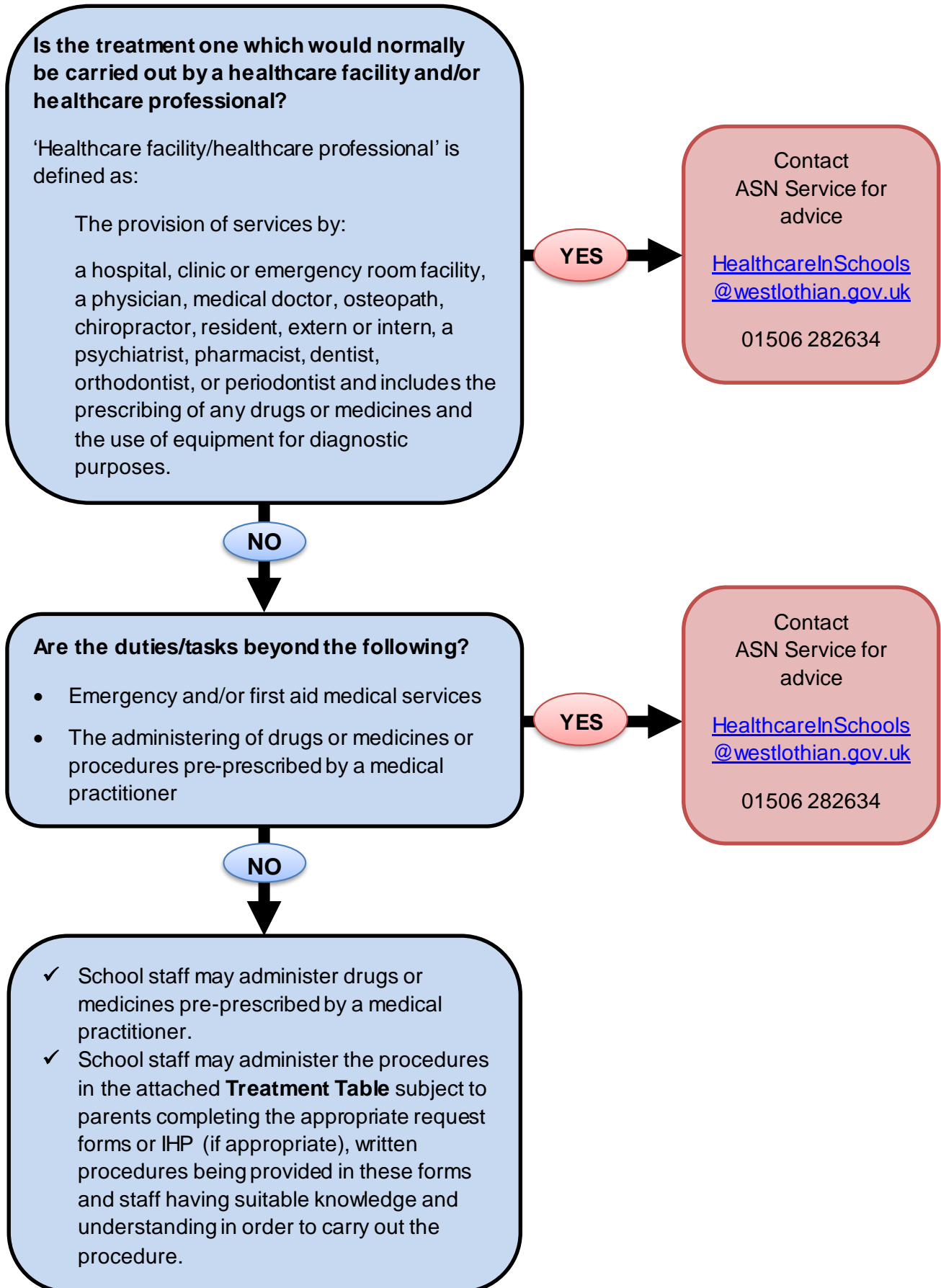


## Decision Tree and Treatment Table



**If you are in any doubt contact the ASN Service for advice.**

# Treatment Table

Procedure/Activity/use of	Can school staff do this?	
Acupuncture	No	
Administration of medicines	Yes	<p>Subject to being pre-prescribed by a medical practitioner and written instructions on the form completed by the parent. Via nasogastric tube, gastrostomy tube or orally.</p> <p>Wherever possible parents should administer the medication prior to the child leaving home. A written request form will be required from parent or the medicines will be detailed in the IHP.</p> <p>Similar consideration should be given when asked to administer 'over the counter' medicines.</p>
Apnoea monitoring	Yes	Only for monitoring via a machine following written instructions. Staff must not undertake visual monitoring.
Bathing	Yes	Following demonstration and in accordance with written instructions in the Bespoke IHP or Request for Use of Medication and/or Administration of Healthcare in School.
Blood samples	Yes	But only by glucometer following written instructions in the IHP.
Buccal midazolam	Yes	Following written instructions in the Epilepsy IHP.
Bladder wash out	No	
Catheters	Yes	Following written instructions in the Bespoke IHP for the changing of bags and the cleaning of tubes. Staff must not insert tubes.
Colostomy/Stoma care	Yes	Following written instructions in the Bespoke IHP in respect of both cleaning and changing of bags.
Chest drainage exercise	Yes	Following written instructions in the Bespoke Individual Healthcare Plan provided under the direction of a medical practitioner.
Dressings	Yes	Following written IHP or Request for Use of Medication and/or Administration of Healthcare in School for both application and replacement of dressings.
Defibrillators/First aid only	Yes	Following written instructions in the Bespoke IHP and appropriate documented training.
Denture cleansing	Yes	Following appropriate demonstration.
Ear syringe	No	
Ear/nose drops	Yes	Following written IHP or Request for Use of Medication and/or Administration of Healthcare in School
Adrenaline Auto-injectors (Epipen / Medipens / Emerade)	Yes	Following written instructions in Severe Allergies IHP with preassembled auto injector pen.
Enema suppositories	No	
Eye care	Yes	Following written instructions in Bespoke IHP or Request for Use of Medication and/or Administration of Healthcare in School.
First aid	Yes	Must be qualified first aiders.
Gastrostomy tube – peg feeding	Yes	Feeding and cleaning following written instructions in the Bespoke IHP but staff must not undertake tube insertion.

Hearing aids	<b>Yes</b>	For assistance in fitting/replacement of hearing aids following written instructions in the Request for Use of Medication and/or Administration of Healthcare in School form.
Inhalers, cartridges and nebulisers	<b>Yes</b>	Both mechanical and held following written instructions in the Request Form for Use of Inhaler in School.
Injections	<b>Yes</b>	But only for the administering of pre-packaged dose on a regular basis pre-prescribed by a medical practitioner and written instructions in the relevant IHP. See below for insulin injections.
Insulin injections	<b>Yes</b>	Where possible, these should be self-administered but can be undertaken by staff who have the knowledge and understanding of the appropriate interventions in accordance with the written IHP. Where doses need to be determined due to the individual needs of the person this must be set out in their IHP which has been signed by the parent.
Insulin pump	<b>Yes</b>	Following written instructions in the relevant Diabetes IHP.
Intranasal midazolam	<b>Yes</b>	Following written instructions in the Epilepsy IHP.
Nasogastric tube feeding	<b>Yes</b>	Following written instructions in the Bespoke IHP for feeding and cleaning of the tube. Staff must not insert or reinsert the tube – this should be carried out by a medical practitioner.
Occupational Therapy	<b>No</b>	Only for manual handling, positioning and use of equipment to enable access to the curriculum and to maximise independence in personal and self-care following written guidelines in the IHP.
Oxygen – administration of and assistance with	<b>Yes</b>	Following written instructions in the Bespoke IHP and suitable demonstration in use of the equipment including oxygen saturation monitoring where required. Staff must not fill oxygen cylinders from main tank.
Pessaries	<b>No</b>	
Physiotherapy	<b>Yes</b>	When undertaken by staff who have knowledge and understanding of the appropriate healthcare and interventions.
Pressure bandages	<b>Yes</b>	Following written instructions in the Bespoke IHP or Request for Use of Medication and/or Administration of Healthcare in School.
Rectal midazolam in pre-packaged dose	<b>Yes</b>	Following written instructions in the Epilepsy IHP and two members of staff must be present.
Rectal diazepam in pre-packaged dose	<b>Yes</b>	Following written instructions in the Epilepsy IHP and two members of staff must be present.
Rectal paraldehyde	<b>No</b>	
Splints	<b>Yes</b>	As directed by medical practitioner and written in the Request for Use of Medication and/or Administration of Healthcare in School or Bespoke IHP (if required).
Suction	<b>No</b>	Can only be done by NHS staff in schools.
Suction machine	<b>No</b>	
Suppositories	<b>No</b>	Other than rectal diazepam and midazolam and written in the Epilepsy IHP.
Swabs – external	<b>Yes</b>	Following written instructions in the Request for Use of Medication and/or Administration of Healthcare in School or Bespoke IHP (if required).

Swabs – internal	<b>No</b>	Other than oral following written instructions in the Request for Use of Medication and/or Administration of Healthcare in School or Bespoke IHP (if required).
Syringe drivers – programming of	<b>No</b>	
Toe nail cutting	<b>Yes</b>	Following written instructions in the Request for Use of Medication and/or Administration of Healthcare in School or Bespoke IHP (if required).
Tracheostomy	<b>No</b>	Only cleaning around the edges of the tube following written instructions in the Bespoke IHP.
Ventilators	<b>No</b>	Other than for a person with a predictable medical condition and stable ventilation requirements following written instructions in the Bespoke IHP.

**If you are in any doubt contact the ASN Service for advice.**

[HealthcareInSchools@westlothian.gov.uk](mailto:HealthcareInSchools@westlothian.gov.uk)

01506 282634