

Oxygen Policy



The Livingstone Road Primary Federation adopts the principles and procedures of this Policy for both Livingstone Road Infant School and Livingstone Road Junior School

Review Cycle: Every 2 Years

Responsible for Review: FGB
Next Review Date: September 2025

Aims

This policy aims to ensure that:

- Pupils, staff and parent/carers understand how our Federation will support pupils with medical conditions requiring Oxygen
- Pupils with medical conditions requiring Oxygen are properly supported to allow them to access the same education as other pupils, including trips and sporting activities

Legislation

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school.

Roles and Responsibilities

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions requiring Oxygen. The Federation will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with Oxygen.

The Executive Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation



- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual health care plans, including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's Oxygen requirements
- Take overall responsibility for the development of Educational Health Care Plans
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, this includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Local NHS Medical Team

The Local Medical Team will:

- Provide Oxygen training to school staff and keep records of this
- Will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP
- Be responsible for ensuring the annual maintenance of any equipment is carried out and will keep evidence of this.

Equal Opportunities

Our Federation is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The Federation will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to

ensure that pupils with medical conditions are included. In doing so, pupils, their parent/carers and any relevant healthcare professional will be consulted.

Oxygen Storage

Oxygen should be stored

- securely to prevent the cylinder from falling
- away from areas that would block escape routes or fire exits
- in well ventilated areas
- away from heat and light sources
- in an area that is not used to store any other flammable materials
- away from combustible material (such as paper, cardboard, curtains)
- so that it is not covered by other items
- Oxygen concentrators should be stored upright and be plugged directly into the mains (an extension lead should not be used)
- statutory hazard notices will be displayed in the areas where oxygen is stored.

Oxygen cylinders have an expiry date. Dates should be checked regularly to make sure out of date cylinders are not used. This will be done by Kirsty Roberts, Foundation Stage Leader.

Safety & Emergency Procedures

Oxygen can be a dangerous fire hazard. Adequate precautions will be taken whilst oxygen is being used.

- People should not smoke where oxygen is being used.
- Keep oxygen at least two metres away from flames or heat sources.
- Flammable liquids, such as paint thinners or aerosols, should not be used near oxygen.
- Petroleum-based products (such as Vaseline® or Vicks®) or other emollients should not be used near oxygen.
- Fire alarms and smoke detectors should be working across the building.
- Oxygen storage and use will be included in the fire risk assessment to ensure the correct advice is taken.
- The Fire Safety Management plan and Evacuation Plan will be updated in line with additional measures needed due to the storage of Oxygen on site.
- In the event of a fire evacuation the child should be safely evacuated taking their Oxygen and if possible leaving no Oxygen left in the classroom.
- The site fire map will show where Oxygen is stored and kept next the fire panel so that it can be given to/or found by the Fire Brigade on arrival.

Training

Staff who are responsible for supporting pupils with Oxygen will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHCPs. Staff who provide support to pupils with Oxygen will be included in meetings where this is discussed. The local NHS team will lead on identifying the type and level of training required and will agree this with the Executive Headteacher or another appropriate member of the senior leadership team. Training will be arranged regularly for staff to ensure they are confident in using Oxygen.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHCP
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Be refreshed at frequent intervals e.g. every 6 months if needed

Record Keeping

Written records will be kept of all Oxygen administered to pupils whilst they are at school. The child's IHCP will be kept with the administration of Oxygen form with the Oxygen and will be accessible for all staff working with the child.

The following information will be recorded in the child's medicines administration record/IHCP/risk assessment:

- the oxygen saturations for the person, before and after using the air - this should be monitored in line with the care plan
- the escalation plan for any person on home oxygen under your care
- who to contact if they are unwell and what to do
- personal emergency evacuation plan (PEEP).

Liability and Indemnity

Hamwic Academy Trust will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. The Federation is a member of the Department for Education's risk protection arrangement (RPA).

Complaints

Parents with a complaint about their child's medical condition requiring Oxygen should discuss these directly with the Executive Headteacher in the first instance. If the Executive Headteacher cannot resolve the matter, they will direct parent/carers to the school's complaints procedure.

Monitoring Arrangements

This policy will be reviewed and approved by the governing board every 2 years.

Links To Other Policies

This policy links to the following policies:

- HET Health and Safety Policy
- School Specific Health and Safety Policy
- Fire Safety Management Plan
- Federation Evacuation Plan
- Safeguarding and Child Protection Policy
- First Aid and Medical Conditions Policy
- Equalities Policy