



St Anne's School and Sixth Form College

Oxygen policy

The governing body of St Anne's School and Sixth Form College adopted this policy in the Summer Term 2015 and updated September 2018.

1. INTRODUCTION

Oxygen is usually prescribed for pupils and students where the process of supply of oxygen to the tissues is insufficient due to a breakdown in either the respiratory or circulatory systems.

2. AIMS

- To ensure that pupils who are prescribed oxygen receive it safely in school.
- To ensure that fire and explosion risks are adequately controlled when oxygen is in use in school.
- To maintain tissue oxygenation at a functional level for the pupil or students as prescribed.
- To provide and promote a consistent, systematic and achievable approach to the care of a pupil who has been prescribed the use of oxygen.
- To ensure that all pupils who are prescribed oxygen are able to access education

3. CARE PLAN

Oxygen should be regarded as a drug and prescriptions / treatment and its administration should be set out in detail on the pupil's care plan, addressing concentration (unless via nasal cannulae where concentration is not controlled), mode of delivery (e.g. Nasal cannulae, face mask), flow rate, frequency and duration of use. It may be prescribed as a drug with a regular dosage or as and when required.

4. ROLES AND RESPONSIBILITIES

The school's role is to ensure all staff:-

- Willing to administer oxygen to pupils have received regular training by a competent trainer
- Competency for administering oxygen is signed off by a competent trainer
- Read and understand the pupil or student's care plan
- Are clear on the procedures for storing oxygen as detailed by the suppliers
- Understand that they must abide by the pupil or student's care plan

- Understand that any concerns they have about the administration and/or storage of oxygen must be reported to a senior member of staff without delay

The school's role is to ensure that:-

- Signage about where oxygen is to be stored is prominently displayed in line with legislation
- All relevant agencies are aware that the school has oxygen on site e.g. fire brigade
- When educational visits are organised transport companies are informed beforehand
- The building insurers are notified that oxygen is stored on the school site
- The school's Fire Risk Assessment is reviewed to take into account the presence and use of oxygen on the school site
- Risk control measures are taken in the vicinity of the oxygen cylinder at all times

The staff role is to ensure that:

- This policy is understood and adhered to
- Training and competency levels are up to date
- The pupil's care plan is current and fully understood
- Signage is prominent
- Oxygen is correctly stored
- Any deviation in the management system of oxygen is reported to a senior staff member and to ensure that any concerns are followed up and acted upon.

The parent / carer role is to ensure that:

- The pupil's care plan is up to date
- Notify the school of any changes to the care plan
- The school is kept informed of the pupil's wellbeing.

5. STORAGE OF OXYGEN

Oxygen is a very combustible material so it is important that it is stored safely and correctly;

- Keep away from extremes of temperatures
- Do not store close to windows or radiators
- Store in a well-ventilated area
- Keep away from combustible materials
- Keep away from naked flames
- Ensure no smoking anywhere in the vicinity of oxygen cylinders
- When being transported oxygen cylinders should be secure in the vehicle
- Signage must be visible

6. TRANSPORT

Oxygen is a very combustible material so it is important that it is transported safely and correctly;

- Signage is clearly displayed in the vehicle in regard to the type of oxygen being transported
- Oxygen is properly secured
- Staff are competent in the handling and administration of oxygen e.g. checking for leaks

- Oxygen is placed out of sunlight
- No smoking on transport
- A TREM card (Transport Emergency Card) is displayed on the dashboard when carrying oxygen and placed in the glove compartment when no oxygen is on board.
- Transport insurers are informed of the transportation of oxygen.