



Oxygen Policy

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school 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 school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions involving Oxygen
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring Education Health Care Plans
- Storage of Oxygen meets H&S requirements

2. Legislation and statutory responsibilities

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](#).

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions requiring Oxygen. The governing board will ensure that sufficient staff have

received suitable training and are competent before they are responsible for supporting children with Oxygen

3.2 The 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 Education Health Care plans (EHCPs), 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 EHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- 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

3.3 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, although they will not be required to do so. 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.

3.4 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

3.5 Locala NHS Medical Team

Locala 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.
- Oxygen is supplied to the Locala team from a company called Baywater. Locala are responsible for ensuring Baywater do annual maintenance of the equipment and will keep evidence of this

4. Equal opportunities

Our school 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 school 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 parents and any relevant healthcare professionals will be consulted.

5. 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 they are not covered by items of clothing.
- Store oxygen concentrators upright. Plug them directly into the mains. Do not use an extension lead.
- Place statutory hazard notices in areas where you store oxygen.

Oxygen cylinders have an expiry date. Dates should be checked regularly to make sure you don't use out of date cylinders.

All Oxygen that is not required in the classroom should be stored in a locked metal cabinet. These cabinets are located in Early Years corridor and Post 16 corridor.

6. Safety & Emergency procedures

Oxygen can be a dangerous fire hazard. Take adequate precautions while 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.
- Do not use flammable liquids, such as paint thinners or aerosols, near oxygen.
- Do not use petroleum-based products (such as Vaseline® or Vicks®) or other emollients near oxygen.
- Make sure that fire alarms and smoke detectors are working.

- Include oxygen use in your fire risk assessment and take advice where needed.

Staff will follow the school's normal emergency procedures liaising with Medical Team as appropriate. All pupils' HCPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives (only when parents are unavailable) , or accompany the pupil to hospital by ambulance.

In the event of a fire evacuation the child should be safely evacuated taking their Oxygen, leaving no Oxygen left in the classroom.

A map showing the storage location should be kept in the Fire Log book at the school entrance. This map should be given to the Fire Brigade on arrival

7. 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 HCPs. Staff who provide support to pupils with Oxygen will be included in meetings where this is discussed.

Locala NHS team will lead on identifying the type and level of training required and will agree this with Headteacher. Training will be kept up to date.

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 HCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

8. Record keeping

The governing board will ensure that written records are kept of all Oxygen administered to pupils for as long as these pupils are at the school.

EHCPs/HCPs are kept in a readily accessible place which all staff are aware of.

The following information must be recorded in the person's oxygen care plan and medicines administration record:

- the normal oxygen saturations for the person, both on air and on their usual oxygen therapy - 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).

9. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Public Liability Insurance Certificate Policy Number QLA-03G035-0433, expires 29-09-2022

From April 1st 2022 Fairfield School will be a member of the Department for Education's risk protection arrangement (RPA).

10. Complaints

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

11. Monitoring arrangements

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

12. Links to other policies

This policy links to the following policies:

Health and safety

Fire Risk Assessment

Safeguarding