

## **Meeting individual medical needs policy & procedure**

This policy is to make sure that IOE staff are trained to support a person's medical needs safely.

Interchange staff can only do the following tasks if they have been trained by a qualified person for the person who has the medical need;

- Suctioning
- Injections
- Stoma care
- Catheters
- Ventilation
- CPAP
- Tracheostomy care

If a person needs this medical care, they need an IOE plan for this. A staff member needs to be trained for each person they provide this medical care to.

Interchange staff can only do these tasks if they have completed training held by Interchange Outer East or a training course recognised by Interchange:

- Rectal Valium
- Gastrostomy feeding
- Anaphylaxis treatment – epi -pen
- Diabetes management – testing blood sugar levels
- Oxygen Management

These training sessions will be general and not just for one person. IOE staff can use these skills to assist different people as long as:

- The person has an IOE plan explaining how they need to be supported with this condition
- Staff have completed the task while being supervised by either a parent/guardian or a trained Interchange coordinator.

In circumstances where a person is able to control their condition with medication ie: asthma and epilepsy, they must still have an IOE plan with information about:

- Their condition
- What happens before and after
- Step by step instructions on how to support the condition
- Information about when to call an ambulance