

Status: Policy - Overall statement of the position, intention and direction of the organization anchored in the values and principles of the organisation	Policy No: CLP12 Revision No: 0 Date Approved: 01/03/11 Review Date: 01/03/13
Title: Policy on the Management of Gastrostomy Tubes	
Written by: Clinical Practice Project Group	
Approved by:	
Cross Reference: CLP01, CLGO4, CLG13-CLG17, BPHO2, ICGO2, CLSO10, ADLGO9, ADL05	

1.0 Purpose

The purpose of this document is to describe the policy of Cheshire Ireland in relation to the management of gastrostomy tubes.

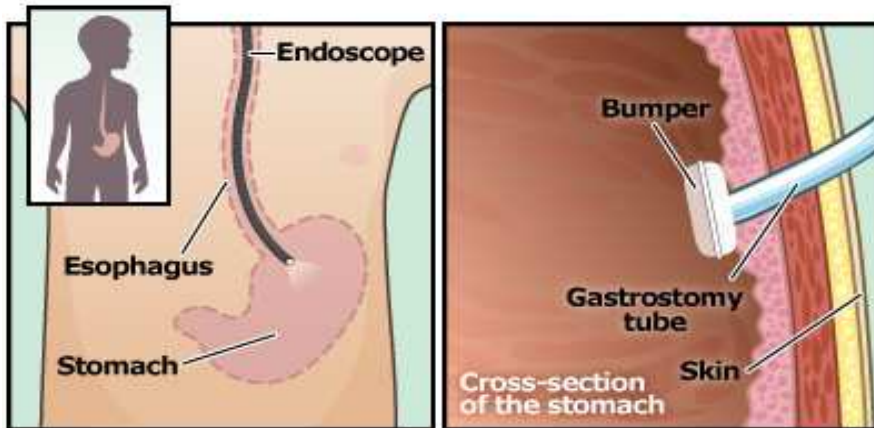
2.0 Scope

All management and staff at all grades employed by or working within Cheshire Ireland services.

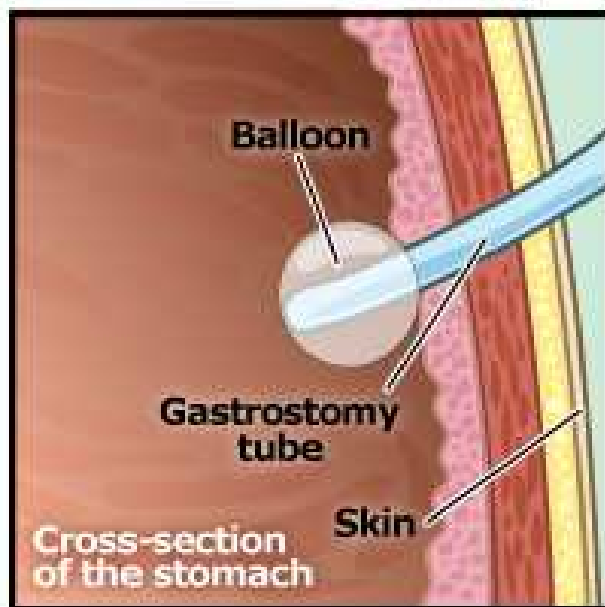
3.0 Definitions

A **gastrostomy tube** (also called a **G-tube**) is a tube inserted through the abdomen that delivers nutrition directly to the stomach. It is used when service users are finding it difficult with eating to get the fluid and calories they need to stay healthy.

The **PEG** Percutaneous Endoscopic Gastrostomy procedure, which is the most common technique, uses an endoscope (a thin, flexible tube with a tiny camera and light at the tip) inserted through the mouth and into the stomach to guide the doctor's positioning of the G-tube. It is one which has been inserted directly through the abdominal wall into the stomach. They are made of polyurethane or silicone, which are suitable for long-term use. A button, dome or inflated balloon anchors the tube in place on the inside and prevents the leakage of gastric juices or food (CREST, 2004).



PEG Procedure



Open Gastrostomy

4.0 Policy Statement:

It is the policy of Cheshire Ireland that:

- All Cheshire service users will be supported to manage the care of their own gastrostomy tubes. However, in circumstances where this is not possible or individuals choose not to, Cheshire Ireland will provide support in line with a person centred approach.
- In relation to management of gastrostomy tubes, staff will respect the rights of Cheshire service users to be treated with sensitivity and respect as individuals, and to have wishes and opinions in relation to gastrostomy management considered fairly (Cheshire Ireland National Consumer Committee, 2004).
- Nursing staff managing gastrostomy tubes will adhere to Cheshire Ireland standard procedures and guidelines in relation to gastrostomy tube management.
- Care/support staff who have received instruction will manage gastrostomy tubes and will adhere to Cheshire Ireland standard procedures and guidelines.
- Nursing staff who have completed a recognised training course (within last 2 years) and three clinical/competency assessments by a doctor/nurse specialist in this area may replace gastrostomy tubes.
- Nursing staff and care staff who have received instruction, and have their competency assessments up to date, may instruct other Cheshire Ireland staff on the management of gastrostomy tubes in line with Cheshire Ireland standard procedures and guidelines.
- Care/support staff who have received training and instruction every two years may administer medications via gastrostomy tubes and will adhere to Cheshire Ireland standard procedures and guidelines.
- All care staff who administer medication via gastrostomy tubes will have completed the Medication Management Programme (Cross Ref: CLP 01) and three clinical assessments by a nurse.
- Cheshire Ireland nursing and care/support staff will engage with Cheshire service users around nutritional decisions to ensure their individual nutritional choices and needs are met in a manner that is safe and professional and does not cause harm to the service user.
- Lead clinical person/support staff will have access to other relevant healthcare supports to help support the complex needs of a service user with a G-tube e.g. PHN, Dietician, Physiotherapist, Speech and Language Therapist, Psychologist, Communication supports and specialist equipment requirements for individualised service users needs.

- In line with the Best Possible Health Care Plan each individual has an up to date BPH Individualised G-tube Assessment care plan.
- There are agreed criteria for referral - PHN, Dietician, Physiotherapist, Speech and Language Therapist, Psychologist, Communication supports, Resuscitation team and specialist equipment requirements for individualised service users needs.
- There is a record of assessment and referral in the BPH Individualised G-tube Assessment care plan.
- All details pertaining to gastrostomy management of Cheshire service users will be managed confidentially, with respect for the dignity and privacy of the person (Cheshire Ireland National Consumer Committee, 2004).
- Only in exceptional circumstances should the policy/procedures not be adhered to, for example if a staff member was of the opinion that by following the policy/procedure that a service user would be harmed. In these circumstances the staff member should follow Best Possible Health Guidelines on Managing Risk and Informed Consent and follow any advice given, all actions should be recorded.

5.0 Policy in Relation to Specific Responsibilities

5.1 Cheshire Ireland

Cheshire Ireland is responsible for ensuring that all staff members involved in the management of gastrostomy tubes receive appropriate instruction, training, supervision and support as the needs of the service users change.

5.2 Centre/Service Managers

Policy Availability: The centre/service manager is responsible for ensuring that a copy of this document is available to all nursing and care staff, and is available to service users and family members.

Note: All staff must sign the "Policy Read and Understood" sheet in their area (See Appendix).

Staff Management:

- A structured and supportive supervision process in relation to clinical care should be put in place by management.

- There are clear lines of communication and agreed arrangements between the different healthcare professionals who may be required to provide care for the service user with a Gastrostomy tube.
- It is the responsibility of the service/centre manager to ensure the staff in the centre/service managing G-tubes have received instruction from Cheshire Ireland nurse/Gastrostomy Nurse Specialist.
- **Incident Reporting:** In the event of an incident, the manager will ensure staff follow the Health and Safety guidelines for reporting Adverse Events and managers will conduct investigations where appropriate.

5.3 Nursing Staff

In Cheshire Ireland Services where nurses are employed:

- The nurse has an obligation to practice according to the legislation and professional codes of practice governing nursing and midwifery practice, and to the current standards, policies and guidelines of An Bord Altranais and Cheshire Ireland.
- As well as an obligation to practice according to legislation, nurses should have adequate knowledge of gastrostomy tube management. Nurses should also:
 - Ensure that their competencies, skills and practices are up to date.
 - Acknowledge any limitations in competence, refusing in such cases, and accepting delegated or assigned functions.
 - Seek support and assistance from the Service, where necessary, for continued professional development to maintain competence in gastrostomy tube management.

6.0 Centre/Service Managers

- **Policy Availability:** The centre/service manager is responsible for ensuring that a copy of this document is available to all nursing and care staff, and is available to service users and family members.
Note: All staff must sign the “Policy Read and Understood” sheet in their area (See Appendix).

- **Staff Management:** It is the responsibility of the service/centre manager to ensure the staff in the centre/service managing medication have received training, certification and refreshers as necessary.
- **Incident Reporting:** In the event of an incident, the manager must follow the standard procedure for reporting medication errors, (Cross Ref: Standard Procedure for Reporting/Recording Medication Errors/Adverse Events, CLSP 08).
- **Gastrostomy Tube Management:**
 - Care staff who have received instruction will manage gastrostomy tubes and will adhere to Cheshire Ireland standard procedures and guidelines.
 - Care staff are responsible for their own practice in regard to gastrostomy tube management and for adhering to the Policy on Gastrostomy Tube Management.
 - Where care staff have concerns regarding this gastrostomy tube instruction.
 - Care staff who have received instruction will manage gastrostomy tubes and will adhere to Cheshire Ireland standard procedures and guidelines.

All Care Staff involved in the management of gastrostomy tubes must undergo a programme of instruction before being expected to safely manage gastrostomy tubes. This instruction must entail:

1) Theory:

The theoretical aspect of the instruction programme will contain the following:

- Person-centred values and attitudes in line with the Cheshire Ireland ethos.
- Rationale for nutritional support as part of Best Possible Health Dysphasia Management Plan. Policy on the Management of PEG tubes, CLP12.
- Guidelines for the Administration of Food via a PEG Tube, CLG15.
- Standard Procedure for the Administration of Medication via a PEG tube, CLSP 16.
- Guidelines for the Prevention and Management of a Blockage in a PEG tube, CLG17.

- ❑ Guidelines for the Care of a PEG tube, CLG13.
- ❑ Guidelines for the Prevention of the Introduction of Bacteria in a PEG tube, CLG14.
- ❑ Trouble Shooting – preventing and managing blockage of a gastrostomy tube.

2) Clinical Assessment:

Have a minimum of three Clinical Assessments to confirm the trainees' ability to manage the gastrostomy tube in a safe and person-centred manner. The clinical assessments will occur in the care worker's place of work and will be carried out by a nurse with the permission of the resident. If either the assessor, or care worker believe there to be a need for further clinical assessment, then this must be facilitated. All gastrostomy tube instruction and assessments must be recorded and counter signed by the trainer and trainee. Assessment is ongoing and training must be repeated every two years with competencies signed off.

Note: Policy for Responsibilities for G-tube tube management for Care/Support staff also encompasses Relief/Casual staff.

6.1 Volunteers

Volunteers will not be involved in management of gastrostomy tubes.

6.2 Personal Assistants

Cheshire Ireland acknowledges that personal assistants employed by Cheshire service users or by other organisations may work within Cheshire Ireland centres/services. Personal Assistants will be familiar with Cheshire gastrostomy tubes.

7.0 References

Cheshire Ireland National Consumer Committee (2004). Charter of Rights. www.cheshire.ie
Clinical Resource Efficiency Support Team (2004.) *Guidelines for the Management of Enteral Tube Feeding in Adults*. www.crestni.org.uk
Breda Trimble, Education, Research and Professional Development, Milford Care Centre.
Gastrostomy Tube and Aftercare 2008, Best Practice NHS Scotland.

8.0 Appendices

Read and Understood Policy appendix.

Accompanying Standard procedures and Guidelines:

- CLSP 13:** Standard procedure for the care of a gastrostomy tube.
- CLG 14:** Guidelines for the prevention of the introduction of bacteria in a gastrostomy tube.
- CLG 15:** Guidelines for the administration of food via a gastrostomy tube to a Cheshire Ireland service user.
- CLSP 16:** Standard procedure for the administration of medication via a gastrostomy tube to the user of a Cheshire service.
- CLG 17:** Guidelines for the prevention and management of a blockage in a gastrostomy tube.