

## STANDARD OPERATING PROCEDURE ORDERING OF ANCILLARY REQUIREMENTS FOR HOME ENTERAL FEEDING

<b>Document Reference</b>	SOP20-030
<b>Version Number</b>	3.0
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<b>Date Last Reviewed:</b>	16 March 2023
<b>Date of Next Review:</b>	March 2026
<b>Consultation:</b>	Department of Nutrition and Dietetics Community Services Clinical Network Group
<b>Ratified and Quality Checked by: Date Ratified:</b>	Community Services Clinical Network Group 16 March 2023
<b>Name of Trust Strategy/Policy/Guidelines this SOP refers to:</b>	

**VALIDITY – All local SOPS should be accessed via the Trust intranet**

### CHANGE RECORD

Version	Date	Change details
1.0	-	New SOP.
2.0	August 2020	Full review
3.0	March 2023	Full review – Amended 4.2 & appendix 1 (resevoirs/feeding containers). Approved at Community Services CNG (16 March 2023).

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## 1. INTRODUCTION

The following guidance should be used to clinically assess ancillary requirements for people requiring enteral feeding in a community setting. All items provided must be NPSA compliant. Compliance with the guidance ensures safe equitable provision of enteral feeding equipment.

## 2. SCOPE

The document is aiming at all dietitians and administration staff involved in either ordering or giving advice to patients receiving enteral feeding in a community setting. The procedure should be followed for all patients receiving enteral feeding in a community setting

## 3. DUTIES AND RESPONSIBILITIES

It is the responsibility of any dietitians/administration staff ordering ancillary items to ensure the guidance is followed.

## 4. PROCEDURE FOR ANCILLARIES

All ancillary items should be used on a “single-patient” basis (i.e. not shared between patients). The only exceptions to this are the following:-

1. Babies under the age of 12 months
2. Any post pyloric feeding

Any children under the age of 12 months old should use all ancillary items on a “single use only basis”. Once over 12 months old requirements for ancillaries fall in line with “single patient use” and should be amended accordingly by the managing dietitian.

Any post pyloric feeding requires items to be used on a “single use only” This is due to there being no protective barrier for infection as the proximal tube end is sited beyond the stomach. The need for “single use only” will continue whilst post pyloric feeding continues.

The following is a breakdown of recommended life spans of ancillary items (see appendix for quick glance reference guide)

**4.1 Giving Sets:** - These should be used for a maximum of 24 Hours and must be discarded after use. They cannot be reprocessed to be used again.

**4.2 Reservoirs/Feeding containers:** - In a bid to reduce HTFT's impact on the environment, improve sustainability & reduce costs, the Trust has moved over to Sterifeed bottles instead of Flocare containers wherever possible. These are available in 250ml and 500ml containers and can be used for up to 30 'use and clean cycles' Wherever possible avoid decanting feed and select ready prepared feeds. If it is clinically indicated to decant feed, Sterifeed containers should hang for no more than 4 hours and the contents be discarded after use. Sterifeed bottles can be sterilised for reuse. Sterifeed bottles require a 'Go Frame' and a Flocare Universal Adaptor (1 per day) for use. If 1000ml reservoirs are required, please continue to use the single use Flocare containers.

Decanting will be required for powdered formulae or where only small bottles are available (e.g. Elemental 028)

**4.3 Nasogastric tubes (NG):** - Currently these are only provided for paediatric patients in the community. Requirements are usually one per month unless otherwise clinically indicated. Adults in the community with NG tubes require changes to be made by the acute team.

**4.4 Replacement Gastrostomy:** - These are provided for children in East Riding and for adults in the Pocklington, Scarborough and Whitby community setting. They should be changed every three months.

**4.5 Low profile devices/Buttons:** - These are provided for children in East Riding and adults in the Pocklington, Scarborough and Whitby community setting. They should be changed every three months.

**4.6 Extension sets:** - Follow manufacturer's guidelines on usage. If no guidance is provided from manufacturer and the item is labelled "single-patient use" one provided per month

**4.7 Syringes:** - Single patient use seven- day ENFIT syringes are provided **for the purpose of feeding and water flushes only**. These are to be used one per 7 days. 5ml luer slip syringes are provided one per week for changing water in balloon devices. Luer slip syringes must not be used for feeding.

Syringes specifically for the purpose of **administering medications** may be ordered for paediatric patients but do not fall under the adult dietetic budget, however we recognise that alternative provision is difficult to source. Please contact the Humber community dietetic department to specifically request syringes for medication in adults.

**4.8 Y connectors:** - Broken or damaged Y connectors will be replaced on clinical need

**4.9 Clamps:** - these can be provided as and when required.

**Screw caps** - these can be provided as and when required.

**4.10 Sterile water:** - Indicated in post pyloric feeding for additional fluid requirements/flushing of tubes. Not indicated for general use. If required for post-pyloric use in adults, please order the 1000ml Nutrison Sterile Water as this is **free of charge**. A prescription is not necessary. Children under one often use 90ml glass bottles.

For replacement balloon gastrostomies situated in the stomach, cooled boiled water may be used to fill the balloon to the required volume.

Replacement post-pyloric tubes with a balloon require sterile water to fill the balloon. 5ml ampoules are provided. **A GP prescription is required for these items** (Nutricia will **not** deliver without a prescription). **Please note that if local chemist issues the sterile water ampoules, these tend to be glass ampoules which are not easy to extract from and may risk broken glass penetrating the balloon.** Nutricia provides plastic ampoules.

**4.11 pH Indicator paper:** - Essential if ng feeding. pH indicator paper must be used to check the position of the NG tube prior to administration of feed, water or medication or if a patient has vomited. Usually available in units of 100 - ensure sufficient is supplied to the patient to check the tube. PH indicator paper is also needed for children that have their tube changed at home to ensure correct placement of the tube.

**4.12 Dressings:** - These are deliverable through Homeward, however can only be obtained by GP prescription. Please request a prescription from the GP before adding to Homeward.

**4.13 Tape:** - Used to secure position of NG tube, usually one per month. These are deliverable through Homeward, however can only be obtained by GP prescription. Please request a prescription from the GP before adding to Homeward.

**4.14 Bolus feeding adaptors:** - Used if bolus feeding from a pack of feed. Use one per pack of feed and discard after use, not to be reprocessed.

All of the above is a comprehensive list of items provided through the home enteral tube feeding budget. **Any items outside of the above are not permitted under the budget.**

## Appendix 1: Quick Glance Reference Guide

Name of Ancillary	Lifespan
Giving Set	Use for a Maximum 24 Hours not to be reprocessed
Reservoirs/Feeding Containers	Hang for Maximum 4 Hours. Sterifeed containers (250ml/500ml bottles)– reusable up to 30 'use and clean cycles'. Order ideally 2 per month. Max 16 per month. Requires a 'Go Frame' & Flocare Universal adaptor (single use). Flocare containers (1000ml) discard after use, not to be reprocessed.
NG Tubes	Children usually one per month. No provision for adults
Replacement gastrostomy	Children and adults, one every three months
Low profile devices/buttons	Children and adults, one every three months
Extension sets	Manufacturers guidelines to be followed otherwise one per month
Syringes	One per week unless under 1 year old, or post pyloric feeding, then single use only. For adults, medication syringes do not fall under the dietetic budget. Please contact the department to specifically request these.
Y connectors	replaced as clinically indicated
Clamps	As and when required –request from community service, don't order on Homeward (as only provide large packs)
Screw caps	As and when required
Sterile water: <ul style="list-style-type: none"> <li>For hydration/flushes:</li> <li>For balloon changes:</li> </ul>	<ul style="list-style-type: none"> <li>1000ml 'Nutrison Sterile Water' packs available for post pyloric feeding. Children under 1 year use 90ml Cow &amp; Gate bottles</li> <li>5ml <b>plastic</b> ampoules available on GP Prescription for balloon changes in post-pyloric tubes. Use cooled boiled water in stomach-placed tubes.</li> </ul>
pH Indicator paper	Packets have 100 sticks ensure sufficient supplies for appropriate checking
Dressings	Require a GP prescription
Tape	For securing position of NG tubes usually one per month. Requires a GP prescription
Bolus feeding adaptor	One per pack of feed used discard after use not to be reprocessed