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| Policy 30 | Ventilation Policy |
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| Record of policy development | | |
|-------------------------------------|-----------------------------|------------------------|
| Version | Date approved | Date for review |
| 1.0 | September 2020 - CEO | September 2022 |

Policy purpose: As a provider of High Intensity Daily Activities, Coastlink recognises that it is obligated under the NDIS Practice Standards to meet all of the requirements laid out in the NDIS High Intensity Skills Descriptors.

The high intensity daily activities represent some of the highest risks for participants, workers and others. Coastlink will ensure extra care is taken to source the relevant skills that are required to provide a high level of support. These requirements are essential to ensure that participants are being provided supports in a safe environment.

Policy:

Each client requiring Ventilation Care will receive appropriate support relevant and proportionate to their individual needs, and in line with a ventilation care plan developed and overseen by a health practitioner. Risk is managed appropriately whilst ensuring all services are delivered.

Coastlink will ensure that all workers are aware of, and possess, the skills and knowledge that they should have when delivering ventilation supports, safely, to NDIS participants.

Relevant Standards

NSW Disability Service Standards:

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| 1. Rights | 4. Service Access |
| 2. Participation & inclusion | 5. Service Management |
| 3. Individual outcomes | |

NDIS Practice Standards:

1. Rights and Responsibilities
2. Provision of Supports
3. Support Provision Environment
4. High Intensity Daily Personal Activities
5. Specialist Behaviour Support
6. Implementing Behaviour Support Plans
7. Early Childhood Supports

Aged Care Quality Standards

- | | |
|---|---------------------------------------|
| 1. Consumer dignity and choice | 5. Organisation's service environment |
| 2. Ongoing assessment and planning with consumers | 6. Feedback and complaints |

- 3. Personal care and clinical care
- 4. Services and supports for daily living

- 7. Human resources
- 8. Organisational governance

Related Legislation & References

[National Disability Insurance Scheme \(Provider Registration and Practice Standards\) Rules 2018](#)

[National Disability Insurance Scheme \(Complaints Management and Resolution\) Rules 2018](#)

[National Disability Insurance Scheme Act 2013](#)

[National Disability Insurance Scheme Code of Conduct](#)

[NDIS Quality and Safeguards Commission](#)

[United Nations Convention on the Rights of Persons with Disabilities](#)

[Commonwealth Privacy Act 1988](#)

[Commonwealth Home Support Programme Guidelines](#)

[Aged Care Act 1997 \(Cth\), Schedule 2 User Rights Principles 2014. Charter of Rights and Responsibilities – Home Care](#)

[Better Practice Guide to Complaints Handling in Aged Care Services \(2013\)](#)

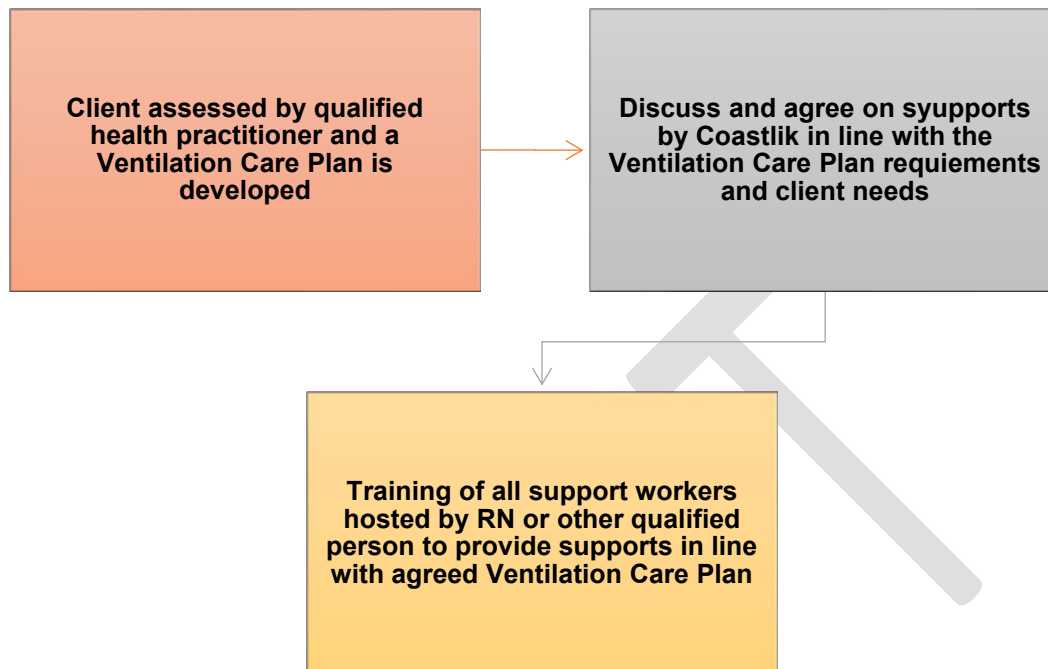
[Children and Young Persons \(Care and Protection\) Act 1998](#)

<https://www.legislation.gov.au/Details/C2018A00149>

[Guiding Principles for Medication Management in Community 2006 \(Australian Pharmaceutical Advisory Council\)](#)

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| Related Procedures | |
| Non-Invasive Ventilation Management Processes | |
| Documents/Forms | |
| Non-Invasive Ventilator Management training module | |
| Responsibilities and delegations | |
| This policy applies to: Clients Employees/volunteers | It will be distributed through: Coastlink website, Coastlink brochures Employee/volunteer handbook, shared drive, ProSIMS TimeOnLine |
| Policy approval | CEO |
| Definitions | |
| Refer to Definitions list at front of Coastlink Policy and Procedure Manual | |

VENTILATION CARE OVERVIEW



For all complex care needs Coastlink will ensure that the following areas are addressed:

- The participant has been involved in the assessment and development of their specific care plan;
- The appropriate health care practitioner is involved in the development of the participant's care plan;
- The care plan for each participant is regularly reviewed by a health practitioner who is appropriately qualified to oversee the particular high intensity support being provided;
- Records are kept of regular health check-ups and the details and qualifications of the practitioner/s who have conducted the review;
- A risk management framework and incident management framework are implemented for each high intensity support delivered, that address the types of risks, incidents and emergencies that the participant may face;
- Actions are taken to prevent, mitigate and address those risks;
- Access is provided to a training program for support workers to provide high intensity daily supports;
- Records are kept of worker training and training documentation;
- Worker training is provided by an appropriately qualified health practitioner or person who meets the relevant skills descriptors for the high intensity supports; and
- Processes are implemented for checking of qualifications of any person engaged for the purpose of worker training.

VENTILATION CARE PROCEDURE

30.1 Procedures

Coastlink must receive a written ventilation care plan that has been developed and is overseen by a health practitioner. Each delivery plan includes information on how to:

- Confirm the need for ventilation;
- Identify and connect or assemble components of ventilation equipment;
- Fit the breathing mask; and
- Follow trouble shooting procedures to respond to alarms and maintain equipment.

Coastlink will adequately train and support workers and others involved in providing supports relevant to the individual's ventilation care plan to:

- Personal hygiene and infection control procedures;
- Basic respiratory system anatomy;
- Musculoskeletal problems associated with respiration;
- Signs of respiratory distress;
- Types of ventilators and main equipment components and functions;
- Types of breathing masks and techniques for fitting;
- Options to avoid discomfort or pressure sores; and
- Common problems and when to involve a health professional.

Coastlink staff providing ventilation care will have knowledge of:

- Basic anatomy of the respiratory system anatomy;
- Musculoskeletal problems associated with respiration;
- Signs of respiratory distress;
- Types of ventilators and main equipment components and functions;
- Types of breathing masks and techniques for fitting;
- Options to avoid discomfort or pressure sores; and
- Common problems associated with the respiratory system and when to involve a health professional