**Enteral Tube Feeding Audit Tool**

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| **Action** | **This audit tool should be completed annually by the Manager or Lead person for Infection Prevention and Control.**  **• Additional training must be given when changes to procedures or devices are introduced.**  **• In the event of non-compliance, action plans should be produced and reviewed regularly.**  **• Completed audit tools should be kept locally for good practice assurance and as evidence for CQC inspections.** |

Name of person completing the Audit Tool:……………………………………………………………… Date:…………………………………………………………..

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| Question | Evidence | Prompts | *Comments / Actions* | | | | |
|  | Management. | | | | | | |
| 1 | Is there a policy for the management of enteral feeding? | Check policy, e.g. Enteral tube  feeding Policy for (name of care home). | Y | N | N/A |  | |
| 2 | Are staff trained in the preparation management?  And administration of enteral tube feeding? | Check training records.  Observe Practice. |  |  |  |  | |
| 3 | Are residents aware of the need for hand hygiene? | Check the resident knows when they need to wash their hands, e.g. when touching any enteral feed equipment. |  |  |  |  | |
| Storage: | | | | | | | |
| 4 | Is feed stored according to the manufacturer’s instructions? | Observe practice or ask a member of staff to describe the procedure. |  |  |  |  | |
| 5 | Is the feed within its expiry date? | Check expiry dates. |  |  |  |  | |
| 6 | If single patient use equipment is used, e.g. enteral feeding syringes, are they visibly clean and stored in a clean lidded container? | Observe practice. |  |  |  |  | |
| 7 | Is equipment labelled with the resident’s name and date of first use? | Check equipment. |  |  |  |  | |
| Administration of feeds |  | | | | | | |
| 8 | Freshly drawn water is used to flush enteral feeding tubes for residents who are not immunocompromised. | Observe practice. |  |  |  |  | |
| 9 | Sterile water is used for residents who are immunocompromised. | Observe practice. |  |  |  |  | |
| 10 | If sterile water is used, is it labelled with the resident’s details, the time and date opened? | Check bottle. |  |  |  |  | |
| 11 | Once opened, is sterile water discarded after 24 hours? | Check date and time on bottle. |  |  |  |  | |
| 12 | Is the feed labelled with the resident’s details, time and date opened? | Observe practice. |  |  |  |  | |
| 13 | Are single pre-packaged feeds discontinued within 24 hours? | Observe practice. |  |  |  |  | |
| 14 | Are administration sets changed following each feed? | Observe practice. |  |  |  |  | |
| Management of Equipment | | | | | | | |
| 15 | Are single use items disposed of following use? | Check a selection of equipment, e.g. syringes, medicine pots or observe practice and note on comments. |  |  |  |  | |
| 16 | Are syringes either single use and disposed of, or single patient use and cleaned with warm water and detergent, rinsed and dried after use? | Observe practice or ask a member of staff to describe the procedure. |  |  |  |  | |
| 17 | Are feeding pumps visibly clean and ready for use? | Check pumps and note on comments. |  |  |  |  | |
| Clinical Practice | | | | | | | |
| 18 | Is hand hygiene performed prior to any manipulation of the enteral tube feeding system? | Observe practice. |  |  |  |  | |
| 19 | Is an aseptic technique used when connecting the administration system to the enteral feeding tube? | Observe practice. |  |  |  |  | |
| 20 | Is a disposable apron worn prior to manipulating the enteral feeding system? | Observe practice. |  |  |  |  | |
| 21 | Are disposable gloves worn prior to manipulating the enteral feeding system? | Observe practice. |  |  |  |  | |
| 22 | Is hand hygiene performed immediately following the removal of personal protective equipment (remove gloves first)? | Observe practice. |  |  |  |  | |
| 23 | Are wound swabs obtained where there is evidence of infection? | Observe practice. |  |  |  |  | |
| Unless advised differently by the enteral tube manufacturers or a healthcare professional (the alternative advice should be documented in the service users care plan): | | | | | | | |
| 24 | Is an aseptic technique used for the care of the insertion site of an ostomy tube for the first 48 hours after insertion? | Observe practice. |  |  |  |  | |
| 25 | Are sterile dressings used for ostomy feeding tube sites for the first 48 hours? | Observe practice. |  |  |  |  | |
| 26 | Is the ostomy feeding tube site washed daily with soap and water and dried thoroughly? | Observe practice. |  |  |  |  | |
| 27 | After 48 hours, are non-sutured gastrostomy tubes rotated 360o weekly? | Observe practice or ask a member of staff to describe the procedure. |  |  |  |  | |
| 28 | Is the ostomy site checked for any problems, e.g. over granulation and what is done? | Ask staff to describe. |  |  |  |  | |
| Action to be completed:  1.  2.  3.  4. | | | | | | | Signed as completed: |