



Intimate Care Policy

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Philosophy

Highfields Primary school is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children. Intimate care is any care which involves washing, touching or cleaning a child (such as cleaning up after a child has soiled themselves), that most children can carry out for themselves, but with which some are unable to do due to physical disability, special educational needs or disabilities, medical needs or needs arising from the child's stage of development.

This policy aims:

- To provide guidance and reassurance to staff and parents.
- To safeguard the dignity and rights of children and to promote their welfare
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination, and ensure inclusion for all

Compliance

The Disability Discrimination Act (DDA 2001 amended 2005)

In line with the above named Act, Highfields primary School will ensure:

- No child who has not achieved continence regardless of age will be refused admission
- No child will be sent home or have to wait for their parents due to incontinence
- Adjustments will be made for any child who has delayed incontinence

Basic Principles

At Highfields Primary School we will bear in mind the following principles when nappy changing or carrying out intimate care:

- Children have the right to feel safe & secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- A child's understanding of toileting procedures is designed to lead to independence

Child Protection

The normal process of assisting with personal care, e.g. changing a nappy should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the process to ensure that abuse does not take place. All staff appointed at Highfields Primary School have enhanced DBS checks which are carried out to ensure the safety of children and staff. There may be occasions where a child is distressed and a member of staff asks to be accompanied by a colleague. In these instances we would enable a second member of staff to supervise the process.

Children with SEND

The school recognises that some children with SEND may result in children arriving at school with under developed toilet training skills. If a child is not toilet trained because of a disability their rights to inclusion are additionally supported by the SEND code of practice 2014 and the Equality Act 2010. If a child's toileting needs are substantially different than those expected of a child his age, then the child's needs may be managed through a toileting program. This would be agreed with parents as advised by a Health Professional. Intimate care arrangements will be discussed with parents/carers on a regular basis and discussions with professionals held to see whether this is something school could support with. If there is no progress over a long period of time, e.g. half a term, the SENDCo, teaching staff and parents would seek further support, e.g. G.P's referral of child for specialist assessment. Some children may have an EHCP (Education Health Care Plan). This will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The EHCP will identify delayed self-help skills and recommend a program to develop these skills where appropriate. The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that are not currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion.

Working with Parents/carers

At Highfields Primary School we will work with parents when attending to nappy changing routines.

- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at Highfields whether or not their child has any special words/actions/particular needs during their nappy changing procedure
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Increased Independence

Highfields Primary School are committed to supporting pupils to gain full continence and independence with their self care. Any child in Key Stage 1 or 2 who soils or wets will be provided with a private space (disabled toilet) to change. They will be offered support from a member of staff, but will be encouraged to do as much as they can for themselves. If there is a known medical or educational need then the procedures written in the individual health care plan will be followed regardless of the child's age.

Protection for Staff

As far as possible, nappy changing or intimate care procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:

- Staff know what good working practices are which comply with health and Safety regulations.
- Staff will implement the strategies outlined in Achieving Continence above
- Staff will inform another practitioner discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the Phase Coordinator or, in the case of children with SEND, the SENDCo. The incident should then be recorded, following safeguarding procedures.
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Phase Coordinator immediately

Nappy Changing Procedure

At Highfields Primary School we will follow the Nappy changing Procedure below:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack. All parents are asked to provide a bag for each child containing these items and spare clothes in case of accidents.
- Wash and dry your hands.

- Put on gloves and apron. **You should use a new set of gloves and apron for each nappy change.**
- Place the child on a nappy changing mat.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a nappy bin.
- Put on a clean nappy.
- Take off the gloves and apron and place them in a pedal operated bin.
- Dress the child.
- Child to be encouraged to participate in the changing process as/if appropriate e.g. wiping themselves, pulling up their pants etc.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area and using anti bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.

Items needed

- Pedal operated/ hands free bin specifically for nappy disposal
- Nappy changing mat
- Box/bag for each child's nappies, wipes and so on
- Spare clothes
- Disposable aprons
- Disposable gloves
- Nappy sacks
- Anti bacterial spray
- Paper towels
- Liquid soap
- Pedal operated bin for paper towels
- Potty

The following information has been taken from the Health Protection Agency Guidance on Infection Control in Schools and Early Years Settings (April 2010).

Personal Protective Equipment (PPE).

Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/ body fluids (for example, nappy or pad changing).

Laundry

Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/ pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

General Data Protection Regulation

The General Data Protection Regulation provides a framework to ensure that personal information is handled properly. Personal information in school is managed in accordance with the requirements of the General Data Protection Regulation (GDPR). For further details of how we manage personal data, please see our privacy notice, which can be found on our school website <http://www.highfields.sandwell.sch.uk/our-school/3980-privacy-statement.html>. School's Data Protection Policy and Records Management Policy can also be found on our website.

Home and School Agreement for Toilet Management

Parental Responsibilities:

- To ensure that the child is changed at the latest possible time before coming to school.
- To provide nappies and a change of clothing.
- To inform the school of any marks or rashes.
- To continue to implement toilet training at home as appropriate to the child's stage of development.

School's Responsibilities:

- To change the child when soiled or wet following the agreed procedures.
- To follow a timed toilet training programme.
- To report to the parent if the child becomes distressed or if mark/rashes are seen.
- To ensure where possible that the child will be changed by agreed members of staff.
- To discuss any proposed changes to toileting procedures with the parents/carers.

Parent/Carers'

Signature

Class Teacher's

Signature