

# Heritage Park Primary School

## Intimate Care Policy



**Approved by:** Paresh Desai (Chair of Governors)

**Last reviewed on:** March 2020

**Next review due by:** June 2021

## **Heritage Park Primary School**

### **Intimate Care Policy**

#### **Introduction**

At Heritage Park Primary School we define intimate care as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs.

We recognise that all children have different rates of development and differing needs during their time at school. Most children achieve continence before starting full-time school. There are, however, many children in mainstream education who are not fully independent in their toileting abilities.

The achievement of continence can help to improve a child's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned. Children with toileting issues who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential.

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. We will achieve this by attending to the continence needs of our pupils where necessary.

The wellbeing and dignity of the child will remain paramount at all times during any incident requiring intimate care.

#### **Aims**

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the curriculum and Heritage Park Primary School will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To ensure, wherever possible, that children have the right to be involved and consulted in their own intimate care to the best of their abilities and have such views taken into account
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively, so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved by adhering to the Health and Safety Policy and the Safeguarding and Child Protection Policy.

#### **Pupils' Needs**

The staff work hard to build effective relationships with the parents and carers of the children attending Heritage Park Primary School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum.

Any child who has personal care or continence needs will be attended to in a designated area within school, primarily in the reception classroom toilet area. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

### **Care Plans**

Where a pupil has particular needs (eg wearing nappies or pull-ups regularly), or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

The written care plan (Appendix A) will include:

- Who will change the child, including back-up arrangements in case of staff absence
- Where changing will take place
- What resources and equipment will be used (cleansing products used) and clarification of who is responsible (parent or school) for the provision of the resources and equipment
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or notice any marks/rashes on the child
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

### **Care Plan Agreements**

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B). This will include:

#### **The parent:**

- agreeing to ensure that the child is changed at the latest possible time before being brought to the school
- providing the school with spare nappies/pull ups, wipes to clean up their child, nappy bags and a change of clothing and ensuring adequate supplies are kept in school
- understanding and agreeing the procedures that will be followed when their child is changed at school (including the use of any wipes or nappy creams)
- agreeing to inform the school should the child have any marks/rash
- agreeing to a 'minimum change' policy i.e. the school would not undertake to change the child more frequently than if s/he were at home. And agreeing to review arrangements should this be necessary.

#### **The school:**

- agreeing that two staff members will be in the vicinity at all times to comply with safeguarding procedures (employed staff only)
- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet

- agreeing to monitor the number of times the child is changed in order to identify progress made
- agreeing to keep a log of pre-existing injuries to ensure staff are protected from allegations
- agreeing to report if the child becomes distressed, or if marks/rashes are seen
- agreeing to review arrangements should this be necessary
- agreeing to take any religious views and cultural values of the families into account
- agreeing to provide adequate PPE resources to allow staff to carry out these duties safely
- agreeing to the type of changing mats kept in school and the safe storage of these
- agreeing to follow the school's confidentiality policy and only sharing sensitive information with those who need to know

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the school is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

### **Personal Care Procedures**

The staff at Heritage Park Primary School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed Health and Safety procedures (see Appendix D) to protect both the child and the member of staff.

Staff training will be provided, alongside the annual Child Protection training, to ensure staff are clear on how to support children in intimate care procedures and the school's expectations. A dated record of this training will be kept by the Headteacher.

### **Child Protection**

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, but we will ensure a second member of staff is available to supervise the changing process to protect both the child and staff member from potential allegations. No students, visitors or supply teachers will be involved in changing a child. Wherever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

## **Monitoring and Review**

The SENCO will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families. It is the SENCO's responsibility to ensure that all practitioners follow the school policy. Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) for further referral if appropriate.

This policy runs alongside other school policies, particularly Safeguarding and Child Protection, SEND, Health and Safety and Administration of Medicines.

This policy will be reviewed every two years, or earlier if required.

## APPENDIX A

Heritage Park Primary School Intimate Care Plan	
Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed, a member of staff will contact the parent/carer.

\*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.

SENCO approval:

Date:

## APPENDIX B

Heritage Park Primary School Intimate Care Plan Agreements	
<b>The parent:</b> <ul style="list-style-type: none"><li>• I agree to ensure that my child is changed at the latest possible time before being brought to the school</li><li>• I will provide the school with spare nappies/pull ups, wipes to clean up my child, nappy bags, nappy creams, spare bags for soiled clothes and a change of clothing and that it is my duty to ensure adequate supplies are available in school and sign the appropriate 'Administration of Medicines in School' form where nappy cream is provided</li><li>• I understand and agree to the procedures that will be followed when my child is changed at school (including the use of any wipes)</li><li>• I agree to inform the school should my child have any marks/rash</li><li>• I agree to a 'minimum change' policy i.e. the school would not undertake to change my child more frequently than if s/he were at home. And I agree to review arrangements should this be necessary.</li></ul>	
<b>The school:</b> <ul style="list-style-type: none"><li>• Agrees to change the child during a single session should the child soil themselves or become uncomfortably wet (two members of staff to be present)</li><li>• Agrees to monitor and record the number of times the child is changed in order to identify progress made</li><li>• Agrees to report to parents if the child is distressed, or if marks/rashes are seen and record any pre-existing injuries</li><li>• Agrees to review arrangements should this be necessary</li><li>• Agrees to use appropriate PPE when changing a child</li></ul>	

Signed: ..... (parent/carer)

Name: ..... (parent/carer)

Signed: ..... (school member of staff)

Name: ..... (school member of staff)

Date: .....

## **APPENDIX C**

### **Personal Care Procedures**

The staff at Heritage Park Primary School will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D)
- Report any marks or rashes to parents and Designated Safeguarding Lead if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.

## **APPENDIX D**

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence clothing/products used are to be double wrapped and returned to parent/carer at the earliest opportunity. If the parent does not wish for these to be returned, they will be placed straight into the outdoor bins (next to the staff car park)
- Changing area will be cleaned after use by staff members who dealt with the changing, unless a cleaner or caretaker is available. The area will need to be cleaned using the yellow cloths available in the caretaker's office and the correct solution of 'Shield' disinfectant or by using antibacterial wipes.
- Hot water and liquid soap will be available to wash hands as soon as the task is completed
- Paper towels/hand dryer will be available for drying hands
- Any concerns the staff member may have regarding Health and Safety and/or Safeguarding and Child Protection will be raised with the Designated Safeguarding Lead at the earliest convenience within the first 24 hours of concern being identified