



Love To Learn



INTIMATE AND PERSONAL CARE PROCEDURE

ADOPTED DATE: NOVEMBER 2019

REVIEW DATE: NOVEMBER 2022

**Malcolm Sargent Primary School
Empingham Road
Stamford PEg 2SR**

Engage & Inspire

Nurture & Growth

Pride & Joy

Managing Intimate Care

Malcolm Sargent Primary School (the School) is committed to meeting the needs of children with inclusion requirements. In order to do this, we will work in partnership with parents/carers regarding their child's normal toileting routines and any difficulties will be discussed and managed appropriately.

All staff members have a duty of care and will not delay or refuse to change a child if required. Asking a parent to come and change a child is a direct contravention of the Disability Discrimination Act (DDA), and leaving a child in a soiled/wet condition for any length of time pending the return of the parent is a form of abuse.

Aims

- To ensure that all children receive support for incontinence in order for personal hygiene and the comfort of the child to be maintained at all times.
- To provide support and care for the child involved, through discussion with parents. It may be necessary to offer advice to parents through the school nurse/family health visitor.
- To maintain the dignity and privacy of the child concerned at all times.
- To ensure that adequate response is available at all times within school (named staff to deal with incontinence / provision of equipment).

The parent:

- Agrees to ensure that the child is changed at the latest possible time before being brought to school.
- Provides the school with spare nappies and a change of clothing.
- Understands and agrees the procedures that will be followed when their child is changed at school- including the use of any cleanser or the application of cream.
- Agrees to inform the school should the child have any marks/rash.
- Agrees 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.
- Agrees to review arrangements should this be necessary.

The School:

- Will apply a sense of concern and dignity at all times for the child.
- Agrees to change the child should the child soil themselves or become uncomfortably wet. Ideally this will be immediately following the soiling or as soon as possible thereafter.
- Will agree with the parent how often the child would be changed.
- Agrees to report should the child be distressed, or if marks /rashes are seen.
- Agrees to review the arrangements should this be necessary.

Good Practice in Intimate Care

- Staff will get to know the child beforehand to gain an appreciation of his/her moods and verbal and non-verbal communication.
- Staff will have a knowledge and understanding of any religious and/or cultural sensitivities relating to aspects of intimate care.
- Staff will speak to the child personally by name so that he/she is aware of being the focus of the activity.

- Explanations of what is happening will be given in a straightforward and reassuring way, avoiding negative comments and disapproval expressed verbally or through body language.
- When washing, staff will encourage the child to attempt to wash intimate parts of the body him/herself.
- Respect will be shown for a child's preference for a particular carer and or sequence of care.
- Staff to clean changing area/toilet after use.
- There will be sufficient space, heating and ventilation to ensure safety and comfort.
- Staff will always wear an apron and disposable gloves when dealing with a child who is soiled.
- Soiled nappies will be doubled-wrapped and placed in a specialised bin and the bin will be emptied daily.
- Supplies of suitable cleaning materials will be provided for cleaning and disinfecting surfaces after use.
- Hot water, liquid soap and hand gels will be available to wash hands as soon as the task is completed.
- Paper towels will be available for drying hands.
- Supplies of fresh clothes will be easily to hand so that the child is not left unattended whilst they are accessed.

Facilities

- Facilities exist for a child to be showered or use the disabled toilet/bidet. There is a purpose-built changing room for changing a nappy or soiled clothing. This facility is within the main foyer of the school.
- The door will be closed in order for the dignity of the child to be maintained.
- A 'help'/alarm system is available within the toilet facility should assistance be required.
- Hand washing facilities are situated inside the facility.
- Clean, fresh drinking water is available at all times within the school.

Record Keeping

It is good practice for a written record to be kept in an agreed format every time a child requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present. These records will be kept in the child's file and available to parents/carers on request.

Child Protection

The process of changing a nappy/soiled clothes should not raise a child protection concern, and there are no regulations that indicate a second member of staff must be available to supervise the changing to ensure that abuse does not take place. All staff are enhanced DBS-checked to ensure the safety of the pupils.