



Lickey Hills Primary School

Intimate Care Policy

2021 - 2022

It is the aim of the Governing Body of Lickey Hills Primary School and Nursery to support the implementation of policies and procedures which support the vision of:

'Dream together, Believe together, Achieve together'

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after soiling) to intimate personal areas. In most cases, such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care. In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure. The issue of intimate care is a sensitive one and requires staff to be respectful of the child and their needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There will always be a high awareness of child protection issues. Staff behaviour will always be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Aims of this document

- To provide clear guidelines on procedures that maintain a professional approach appropriate to the age, developmental stage and needs of the child.
- To support staff to meet the holistic needs of children including the development of continence and independence.

- To establish good practice in the care of children with management of intimate care needs.
- To ensure that children are treated with dignity and respect by those adults responsible for them.
- To ensure good safeguarding practice to protect children, staff and volunteers.
- To establish partnership working between the children, the child's parents /carers and professionals involved.

Our Approach To Best Practice

The management of children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Any child with intimate care needs will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they can.

For children wearing nappies or pull ups, a health care plan will be devised to record the needs and actions. If the health professional or school nurse is involved then they will be consulted for advice. A health care plan will be devised in consultation with parents/carers, school and health agencies for children with more complex health care conditions e.g catheters, colostomy bags. Advice and appropriate training will be sought from NHS professionals.

In both instances a plan will outline all issues surrounding the task and must be signed by the parent/carer. Any change to the plan should be notified to all parties signing the plan. An intimate care record should also be kept. Intimate care arrangements will be reviewed at a minimum of six months.

Each child's right to privacy will be respected. Careful consideration will be given to each individual situation as to how many adults need to be present. Wherever possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

The Protection of Children

Education child protection procedures will be adhered to at all times. Staff will be familiar with the safeguarding policy and will have received safeguarding

training within the last three years. All children will be taught personal safety carefully matched to their level of development and understanding. Where staff have concerns about a child's well-being or safety arising from something said by the child or observation made by staff, the Designated Safeguarding Lead/Deputy Designated Safeguarding lead will be informed as per school procedures. If a child becomes distressed or unhappy by the experience, staff will comfort and reassure the child and talk through what they are doing and ensure the task is completed swiftly to ensure stress is not prolonged. If this continues the matter will be looked into, parents will be consulted and outcomes recorded. Sensitive information about a child should only be shared with those who need to know, such as parents or members of staff who are specifically involved with the child.

Health And Safety Guidance.

For children requiring nappy/pull up changes, staff will adhere to the following guidance in line with WCC. Children with specific intimate care will document health and safety guidance within the health care plan.

1. Staff are to wash their hands appropriately
2. Put on new disposable apron and gloves
3. Child should be asked to lie down on the changing mat if appropriate, an older child may be more comfortable standing up
4. Child can assist where appropriate to support their continence independence
5. Change child's nappy/pull up
6. Put soiled nappy in nappy sack (or in an emergency a plastic bag)
7. Wash hands with gloves still on.
8. Spray and wipe the changing mat with appropriate cleaning agent
9. Put wipes, nappy/pad, sack, apron and gloves into a plastic bag
10. Wash hands again
11. Dispose of the plastic sack in the appropriate school waste. Clinical waste should be double wrapped in yellow clinical waste bags.
12. Wash hands again and ensure the child washes hands before being returned to class/setting.

Changing facilities are provided within the main school.

For accidental wetting/ soiling

1. Staff are to wash their hands appropriately
2. Put on new disposable gloves
3. Child can assist where appropriate to support cleaning and changing
4. Children's own clothing will be used if available. Spare clothing will be used if not
5. Place wet/soiled clothing in a nappy sack to be handed to parents at the end of the day/session
6. Area to be cleaned using appropriate cleaning agent
7. Children and staff to wash their hands

Children will be changed within their toileting facilities.

THE FOLLOWING IS A COPY OF THE HOME SCHOOL PARTNERSHIP AGREEMENT FOR INTIMATE CARE

All parents are asked to provide spare clothes in a bag regardless of whether the child is toilet trained.

The Parent/Carer

- ✓ I agree to ensure that my child is changed at the latest possible time before being brought to school.
- ✓ I agree to provide the setting with nappies, wipes, nappy sacks, any medical provisions and a spare set of clothes as appropriate.
- ✓ I have read the intimate care policy. I understand and agree the procedures that will be used when my child is changed at school
- ✓ I agree to inform the school should the child have any marks/rash.
- ✓ I agree to notify the school if the child's needs change at any time which needs to be reflected in the Health Care Plan.
- ✓ I agree to attend Health Care Plan review meetings.

The school

- ✓ We agree to follow the child's Health Care plan, taking into consideration their individual needs.
- ✓ We agree to keep an intimate care record.
- ✓ We agree to inform parents/carers when additional resources are required.
- ✓ We agree to keep spare resources available for emergencies.
- ✓ We agree to report should the child be distressed, or if marks/rashes are seen.

- ✓ We agree to review arrangements as and when necessary and as a minimum at six monthly intervals.

APPENDIX 1 Health care plan for toileting

| | | |
|--|---------------|--------------------------|
| <i>Insert name of setting/ school</i> | | |
| HealthCare Plan | | |
| | | |
| Name | Date of birth | Emergency contact number |
| | | |
| Identified need | | |
| | | |
| Resources - provided by parent / carer | | |
| | | |
| Resources - provided by setting / school | | |
| | | |
| Action to be taken | | |
| | | |
| Staff involved | | |
| | | |
| Additional Information | | |
| | | |

| | |
|--|--|
| | |
| Signature of parent / carer and child (if appropriate) | |
| Signatures of school staff named above | |
| Signature of school nurse / health professional (if appropriate) | |
| Review date | |

APPENDIX 2

For each child with a Health Care Plan there should also be a record of intimate care, if undertaken.

| <i>Insert name of setting/ school</i> | | | | |
|---------------------------------------|------|-------|---------|---------------------|
| Child's name | | | | |
| Date | Time | Staff | Comment | Signatures of staff |
| | | | | |

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