



Lickey Hills Primary School

Intimate Care Policy

2023 - 2024

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.

Children with specific intimate care must use the health care plan proforma to record the needs of each individual that requires continence management, along with actions to be taken by the setting and parent/ carer. If the health professional or school nurse is involved then they will be consulted for advice. A health care plan will always 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/carers. Any change to the plan should be notified to all parties signing the plan. Intimate care arrangements will be reviewed at a minimum of six months.

Each child's right to privacy will be respected. All intimate care should be clearly recorded on a class or individual log. (See appendix 2)

In line with the Early Years Foundation Stage Statutory guidance there are suitable hygienic changing facilities, clean bedding, towels, spare clothes and other necessary items available.

In the case of children aged 5 years of age and over the requirement for providing adequate resources will be the responsibility of the parents/ carers.

The Protection of Children

The normal process of assisting with personal care, such as changing nappies, should not raise child protection concerns. There are no regulations to state that a second member of staff must be available to ensure that abuse does not take place. Child protection procedures will be adhered to at all times. Staff

are familiar with the safeguarding policy and have received safeguarding training yearly. All children are 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. If a child continues to refuse to be changed then parents will be informed. 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. Other adults should only be told what is necessary for them to know to keep the child safe

Health And Safety Guidance.

For children requiring nappy/pull up changes, staff will adhere to the following guidance in line with WCC.

1. Staff are to wash their hands.
2. Put on a 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 should assist where appropriate to support their continence independence
5. Change child's nappy/pull up
6. Put soiled nappy in a nappy sack (or in an emergency a plastic bag)
7. Wash hands with gloves still on.
8. Spray and wipe the changing mat with the 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. Children should 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 sent home to parents at the end of the day/session. Parents to be informed.
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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