

Intimate Care Policy

Version Number VN2

This Policy is a 4 level policy

This policy is to be reviewed: Annually

Drafted by: Senior Leadership team

By signing on physical paper copy, signatories give consent to digital signatures being added to digital documents.

Date approved / adopted by Academy Council	11/7/2022	11/7/2022
Signed By: (Electronic signature)	Sally Robertson & Ewan Young Chair of Local Board	John Spencer Headteacher
Review date		

Introduction

At Tadpole Farm CE Primary School 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 but we recognise that some will still continue to need support in this area for many reasons including medical grounds. The achievement of continence can be seen as the most important single self-help skill, improving the person'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 problems, 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 sc

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 educational curriculum

At Tadpole Farm we will:

- Ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- Provide help and support to pupils in becoming fully independent in personal hygiene
- Treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan
- Ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines and Safeguarding Children Policy)
- Work with outside agencies where appropriate in order to support the child and family

Procedure

- Any child who has personal care or continence needs will be attended to in appropriate areas within school - large cubicle in each toilet area or Nursery changing room
- Two adults will be present where possible
- The child will be talked through changing and cleaning themselves and adults will only assist if necessary
- Staff should protect themselves by wearing blue gloves and aprons in extreme cases
- Soiled clothing will be double bagged and sent home with the child in a subtle manner
- Soiled tissue will be disposed of in the toilet and wet wipes will be bagged and placed in the nappy bin in Nursery (disposed of by external hygiene company)
- Parents will be contacted in extreme cases where soiling is severe and/or linked to illness eg. sickness and diarrhoea; when a child refuses to let a member of staff help change their clothing or when the child has multiple incidents in a short period of time.
- Staff will ensure the area is clean after the incident and ready for others to use
- A record will be kept in class of the incidents and who assisted the child

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: Background to the needs, who will change the child including back-up arrangements in case of staff absence or turnover, where changing will take place, who is responsible (parent or school) for the provision of the resources and equipment.
- Staff will agree to be named on care plans and will have verbal training from SLT on procedures for the individual child
- Care plans will be reviewed annually or more frequently as necessary
- Care plans will be shared with parents and signed then uploaded onto CPOMS

Safeguarding

- Safeguarding procedures will be followed by all staff in relation to the schools safeguarding policy
- Any safeguarding concerns should be discussed with the class teacher/DSL/DDSL and recorded on CPOMS

Drafted: June 2022

Personal Care Plan

Child:

Date:

DOB:

Review Date: Annually

Class:

Support Needed:

Agreed Control Measures:

Names of school staff who will support the child:

- 1.
- 2.
- 3.
- 4.

Additional Notes:

- All staff named on this Care Plan will have received appropriate training
- Due to the intimate nature of this staff should aim to not work alone and when this is not possible another adult must be informed that the child is being changed in the changing room.
- There must be open access to the changing area whilst maintaining the child's privacy and dignity
- Where appropriate the child should be encouraged to manage their own personal care with supervision and direction
- To protect the child and staff this process should always involve the use of plastic gloves. All waste will be disposed of in the nappy bin provided.
- This care should be carried out by a person of the same sex as the child when possible.

I understand that the above named staff will support my child with their personal hygiene and will have intimate contact in the process of cleaning him/her.

I accept that this is a service that the school is not obliged to undertake

Parental Signature:

Date:

Principal Signature:

Date:

Personal Care Plan - EXAMPLE

Child: X

Date: October 2019

DOB:

Review Date: Annually

Class:

Support Needed:
X will sometimes require support to clean himself after soiling accidents caused by the medication he is on for constipation. <ul style="list-style-type: none">- Staff will talk X through the sequence of changing himself- Named staff will assist X in wiping himself if he is unable to successfully do it himself- X will be encouraged to tell a key adult as soon as possible after he has soiled
Agreed Control Measures:
<ul style="list-style-type: none">● Parents will let school know when X has had his medicine - (Medicine given as required)● X will change in the large cubical in YR toilet area● Staff will wear blue gloves● Soiled clothing will be put in nappy bags● Baby wipes will be provided by parents and kept in school● X will have a bag of spare clothes to keep in school provided by parents
Names of school staff who will support the child:
<ol style="list-style-type: none">1. Name of Class Teacher2. Name of TA
Adults must agree to be on care plan and have verbal training

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Date:

Principal Signature:

Date: