

Littlemoor Infant Academy



INTIMATE CARE POLICY

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Contents

1.	INTRODUCTION	3
2.	AGREED PROCEDURES	3
3.	AIMS	4
4.	CHILDREN WHO ARE NOT YET TOILET TRAINED.....	4
5.	INFREQUENT ACCIDENTS AND PROCEDURES.....	5
6.	PAPER WORK TO BE COMPLETED.....	5
7.	PERSONAL CARE NEEDS FOR AN INDIVIDUAL CHILD.....	5
8.	PROVISION FOR CHILDREN WITH SPECAIL NEEDS RELATING TO TOILETING	6
9.	CONCLUSION.....	6
10.	INDIVIDUAL TOILETING PLAN.....	7
11.	RECORD SHEET.....	8

1. INTRODUCTION

1.1 At Littlemoor we recognise the importance of meeting the personal, social and emotional needs of all children in our care in order to promote and enhance current well being and future development. Through this policy, we aim to foster and develop our partnership between children and parents and to meet the needs of specific children in our care.

2. AGREED PROCEDURES

2.1 This policy is also intended to ensure consistency across the school, safeguard pupils and protect staff. All staff in school undergo a Disclosure and Barring Service Check (DBS). Any staff awaiting this are not to be left alone unsupervised with our children until this information is received. Staff also hold appropriate qualifications, references and skills. Students and volunteers will not provide intimate care for pupils.

Agreed Procedures:

- On occasions when a pupil may need to be changed it will be done by a known member of staff who will be sensitive to their needs i.e. talk about what they are doing, be gentle and consider their feelings.
- All pupils will be encouraged to use the self-care skills that are appropriate for their age e.g. removing clothing, wiping themselves etc.
- When necessary pupils will be taken to the disabled toilet adjacent to the Foundation Stage Unit where there is a changing unit, wipes etc. however pupils may be changed discreetly in any of the toilet areas. Wipes, bags and spare clothes are stored in the disabled toilet and the Foundation Stage Unit.
- Staff must always wear gloves when changing pupils and dispose of them appropriately afterwards.
- If the changing unit is used, then it must be cleaned down with antibacterial wipes afterwards.
- Any member of staff changing a pupil should ensure that another colleague is in attendance.
- It is the responsibility of the class teacher to ensure that parents/carers are informed and it is their decision as to whether it is necessary to telephone the parent or speak to them at the end of the session.
- The intimate care record sheet that is kept in the disabled toilet and the Foundation Stage Unit must be completed. The sheet gives information about the name of the pupil, date, time, who changed the pupil and the reason for changing them.

If any member of staff has a concern with regards to safeguarding whilst changing a pupil, they should inform the designated teacher (Carol Ann Turner) and follow the Safeguarding Policy.

Pupils must not be left on the changing bed unattended at any time. Staff must also be aware of their own personal safety whilst changing pupils and not put themselves in a vulnerable position.

3. AIMS

Aims

- To meet children's individual needs.
- Maintain an effective and consistent approach to procedures relating to intimate care throughout school.
- Provide staff with clear guidance and procedures when dealing with the personal care needs of all children
- To work together with parents to support their child's personal and social development

4. CHILDREN WHO ARE NOT YET TOILET TRAINED

Some children may still be wearing nappies or pull ups when they start school and will need to be changed regularly. The DDA (Disability Discrimination Act) requires schools to make reasonable adjustments to meet the needs of each child, which includes continence issues. Staff will work with parents (and the school nurse if involved) to support these children to become toilet trained. Parents of children who are not yet toilet trained will be asked to sign a home/school agreement regarding nappy changing.

If a child needs to be placed on the changing bed, the following procedure will be followed:

- Take the child discreetly to the changing room.
- Always inform another member of staff that you are changing a child.
- Always wear gloves for any bodily fluids or faeces.
- Ask child to lay on the changing bed.
- Child to remove nappy and any soiled clothes and place in a plastic bag.
- Child cleans their own bottom with the supplied and appropriate wipes or cloth.
- Remove the gloves now, before you touch a clean nappy or touch the child's clothes.
- Remove gloves by peeling back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in a bag which should be double bagged before being placed in an appropriate bin.
- Encourage the child to put on the clean nappy/underwear or put the nappy on for the child.
- Encourage the child to dress themselves, providing support where necessary.
- Get the child to wash their hands and wash your own hands.
- Complete a record of the time of change and those present.
- Return child to class.
- At the completion of each nappy change, ensure any cleansing material is also double bagged.
- Wash your hands.

5. INFREQUENT ACCIDENTS AND PROCEDURES

We understand that toilet accidents and sickness (vomit) will occur with all our children from time to time. We believe that it is important for the hygiene, safety, comfort and well-being of children and staff to adhere to the following procedure when a toilet accident occurs:

This person should:

- Wear disposable gloves and dispose of them appropriately afterwards
- Take the child to the toilet area to retain the child's dignity
- If necessary, the children will be taken to the changing room within our Foundation Stage setting
- Encourage the child to remove any soiled items of clothing, clean themselves and put on clean clothes from our spare clothes supply which is stored in the toilet areas in KS1 and in the changing room in the Foundation Stage
- Assist with cleaning if necessary
- Encourage and assist the child to put soiled clothes in bags to send home
- Be sympathetic with the child
- If the child clearly has an upset tummy, then the parents/carers would be asked to collect the child immediately.
- In other cases, it is the responsibility of the class teacher to inform parents/carers at the end of the school day that their child has been changed.

6. PAPER WORK TO BE COMPLETED

The intimate care record sheet that is kept in the disabled toilet and the Foundation Stage Unit must be completed. The sheet gives information about the name of the pupil, date, time, who changed the pupil and the reason for changing them.

7. PERSONAL CARE NEEDS FOR AN INDIVIDUAL CHILD

Occasionally, there will be a child who needs support and assistance with some aspect of his/her personal care.

If a child struggles with his/her toileting, e.g. frequent toilet accidents or a short term medical problem, the procedure will be the same as detailed in the 'Infrequent accidents and procedures' section above.

However, in addition we will:

- Meet with the child and parents/carers to discuss the nature of the problem and any additional support the child will need.
- Establish an agreed routine for care that promotes the child's independence at every opportunity.

Review the support being given on a frequent basis and adjust as necessary.

8. PROVISION FOR CHILDREN WITH SPECIAL NEEDS RELATING TO TOILETING

Any child who is not toilet trained or who has a medical condition that requires regular changing will have an individual 'toileting plan' which is agreed and signed by the child's key adults in school (class teacher and teaching assistants) and the child's parents/carers.

The school will provide wet wipes but the parents/carers will be asked to provide a supply of clean clothing.

The following procedure should take place in the event of a child with such needs entering school:

- Invite the child and parents/carers to school to meet staff and agree the nature of the support the child will need.
- Involve the relevant health professionals.
- Establish and record a routine for the child's care that promotes the child's independence at every opportunity and agree it with the parents/carers. All staff involved in the care of the child, together with the child's parents/carers, should sign and date the plan, stating the date for the plan to be reviewed.
- Involve the child in planning for his/her care and ensure they are aware of routines.
- Ensure the 'toileting care plan' is reviewed at least annually, but more frequently if necessary.

9. CONCLUSION

If any member of staff has a concern with regards to safeguarding whilst changing a pupil, they should inform the Designated Safeguarding Lead (Mrs Carol Ann Turner) or in her absence the SENCO & Deputy Designated Safeguarding Lead (Mrs Kathryn Briggs) and follow the Safeguarding Policy.

10. INDIVIDUAL TOILETING PLAN

ASKERN LITTLEMOOR INFANT ACADEMY

INDIVIDUAL TOILETING PLAN

Name of Child:

Class Teacher:

Teaching Assistant:

This plan will be reviewed at least annually, but more frequently if necessary.

Signatures of the staff involved in the care of the child.

Name:

Signature:

Date:

Name:

Signature:

Date:

Home/School agreement for changing/toilet training

I /We the parent(s)/carer(s) of _____ agree that:

My child will arrive in a clean nappy or I will change it on arrival

I will provide all nappies and wipes to be used

I will report any changes in my child's routine or skin care

I will work with staff to help my child to become toilet trained

Signed _____ Date _____

