

# *Stradbroke Primary Personal and Intimate Care Policy*

*Supporting the achievement of all children*



| <u>Written By</u>                | <u>Written Date</u> | <u>Review Date</u> | <u>Approved by</u> |
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| Lauren Ambler &<br>Paul Grainger | Sep 2022            | Sep 2023           | SLT                |

While many students at Stradbroke Primary School can manage their own personal and intimate care needs, there are some students who will require help either routinely or occasionally.

### **Definition of Personal and Intimate Care**

Personal and Intimate care is any care which most children /young people carry out for themselves, but which some are unable to do due to physical disability, special educational need associated with learning difficulty, medical needs or needs arising from the child's/ young person stage of development.

Our students may at times need help with drinking, eating, dressing, hair care, washing, showering, skin care, changing sanitary wear, toileting, positioning and therapeutic interventions. It may also require the administration of rescue medications and some first aid.

### **Aims of Policy**

- To provide every student with dignity, privacy, respect and a professional approach from all staff in meeting their needs.
- To safeguard the rights, protection and well-being of students.
- To encourage students to become as independent as possible.
- To reassure parents/carers that appropriate provision will be made for the individual needs of their child.
- To make intimate care as positive an experience as possible for both students and staff.
- To provide guidance to staff when supervising or assisting students with toileting, personal hygiene or intimate care procedures.
- To provide staff with protection against accusations of misconduct, through a common understanding and agreed procedure.

### **Setting the climate for Personal and Intimate Care**

At Stradbroke Primary we recognise the principals of Every Child Matters and will:

- Take young people's wishes into account as far as is possible in meeting their needs.
- Acknowledge the vulnerability of young people with physical, learning, sensory, emotional and behavioural difficulties.
- Respect the rights of students together with their need for support and assistance.
- Respect and ensure privacy, appropriate to the child/young person's age and situation.
- Allow the students to assist/care for themselves as far as possible.
- Encourage the students to have a positive image of their own bodies.
- Develop student's skills in recognising and understanding appropriate and inappropriate intimate behaviour, and the importance of keeping themselves safe.
- Take into account age, ability, gender, religious and cultural issues.
- Provide care at the point of need and avoid undue delay.
- Use appropriate language for parts of the body and bodily functions.

### **Guidance to staff**

If students are still in nappies when they start to attend the nursery/school the parents will be asked to sign a nappy changing agreement (available from the inclusion leader) to show they agree to their child being changed in school. A copy of this sheet will be kept in the "Nappy Changing Agreement"

file. . This sheet informs the parents that if their child does not co-operate with staff, parents may be contacted to enable the child's needs to be met.

When providing, assisting or supervising individual students with intimate care, staff should, wherever possible ensure that they are within potential sight /hearing of others. Other members of staff may support those providing, supervising or assisting with toileting without being directly involved themselves.

No pupil should be made to feel at fault because of their toileting needs that are as a result of a medical condition or their special educational needs. Staff should reassure pupils that they are 'not in trouble' and that they are there to help.

Staff must conduct themselves in a professional manner at all times and respect the privacy of personal and intimate care situations. They should refrain from discussing these situations unnecessarily with other staff, although some communication about individual student's needs and abilities will be needed to ensure that staff can provide appropriate support relevant to individuals.

Personal and intimate care will be provided for students including consideration of staffing requirements (gender, number etc.), timing, student and parent's wishes, safe manual handling requirements, advice from therapists and medical staff, and training requirements.

Staff must take every precaution to protect themselves from the risk of infections. Protective gloves and aprons must be worn whenever direct intervention is required. Soiled clothing should be placed in a bag and sent home. Sanitary waste must be disposed of properly in the Hygiene Bins. Changing mats must be cleaned after each use and staff must change their gloves and aprons and wash and dry their hands thoroughly after each and every procedure.

*During the Covid-19 Pandemic staff may wish to wear a mask through personal choice, this will need to be disposed of in the same way as other sanitary waste.*

Staff should use personal and intimate care situations to teach students about the importance of hygiene and privacy.

Staff should talk to students throughout intimate procedures using appropriate levels of language in order to explain what they are doing and the reasons.

All non-routine incidents of provision, supervision and assistance with intimate care should be reported to parents/carers. All routine nappy changes and assistance with intimate care must be recorded daily on a care sheet. Each child must have a daily sheet which shows when they were changed / attended to, state of the nappy and initials of person giving care. This sheet should be photocopied and a copy kept in the Care Folder, a copy should be sent to the parents/carers in a sealed envelope. Early years may use a record book rather than photocopying.

When performing personal and intimate care procedures staff should feel supported by the school management and receive training in relation to health and safety, manual handling and safeguarding. If a child requires very specific intimate care e.g rectal diazepam, staff will receive training on the procedures where relevant.

When on educational visits out of school, staff must ensure that the personal and intimate care needs of students are considered at the planning stage. Every effort must be made to ensure that student's care needs do not exclude them from trips and visits. This may require aspects of the trip to be modified, extra staffing arranged, changing equipment to be carried and preliminary visits to be

undertaken. It is the responsibility of the group leader to make sure that these needs have been met in line with this policy.

**Provision of equipment**

School should provide gloves, aprons, masks, hand cleanser and a changing mat or table. Parents should provide nappies and wipes.

**Conclusion**

Matters of personal and intimate care are often considered embarrassing, unpleasant and potentially risky situations. Some of our students will need help with their personal hygiene and toileting during school time; others will need routine personal and intimate care to some degree. It is our duty as professionals to accommodate all their needs and treat them with understanding and respect on such occasions. We should do this with the minimum of disruption and with the cooperation of parents/carers in order to ensure the safety and wellbeing of both staff and students