



Intimate Care policy

April 2018

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1.0	April 2018	W. Southgate		Personnel and Resources

Reviewed By: Personnel and Resources

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Southwood Infant School Intimate Care Policy

Introduction

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all of these children, including procedures for staff changing or supporting the changing of children in these circumstances. These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has vomited on or wet or soiled themselves
- When a child has become dirty or wet from involvement in particular play activities e.g. painting, water play
- When a child requires support and assistance changing for physical activities.

Aims

- We aim to include all young children in activities regardless of their ability to manage their own personal care.
- We aim to meet the needs of all children with delayed personal care in the same way as we should meet individual needs of children with delayed language or any other aspect of delayed development.

Promoting Personal Care

We will work in partnership with parents and healthcare professionals (e.g. health visitor, school nurse) to support children in achieving continence. We will use a home-school agreement (see attached form) that defines the responsibilities that each partner has and the expectations each has for the other. Children with continence difficulties may have a specific target related to this aspect of their development on their Personal Plan.

Child Protection

The process of changing a child or providing other appropriate physical contact should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the process. We ensure that all staff working in our school have had DBS checks and are highly vigilant for any signs or symptom of improper practice, as we are for all activities carried out on our site.

Facilities and Resource

There is a wooden shelf unit containing boxes of resources for changing children in the Medical Room. Children will be changed in the Medical Room with use being made of the toilet area.

Guidelines and Procedures

An available member of classroom, office or lunch time staff or in some circumstances, a named person will take responsibility for changing a child. To safeguard them from any allegations of improper conduct the adult will inform another member of staff when changing, and will encourage the child to take responsibility for changing, acting in a supporting role.

- Staff will wear disposable gloves when handling bodily fluids.
- The child will be encouraged to undress and dress themselves
- The child will be encouraged to wipe themselves, if appropriate.
- Any adult intervention will be fully explained and its purpose made clear to the child.
- Soiled clothing will be double wrapped in plastic bags and given to the parent/carer at the end of the school day.
- Other soiled materials e.g. gloves, newspaper, will be double wrapped in plastic bags and disposed of in the hazard bin.
- Both the child and adult will wash and dry their hands afterwards using liquid soap and disposable paper towels.
- The changing area will be cleaned straight afterwards, if appropriate.
- The privacy and dignity of the child will be respected and maintained at all times.
- Parents/carers will be informed immediately by telephone if the child is unwell. Otherwise, parents/carers will be informed verbally at the end of the school day.

Additional Guidelines and Procedures for Changing Children Wearing Nappies or Pull-ups

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Staff will:

- Follow procedures as set out in the child's 'Individual Plan for Promoting Personal Care'.
- Wash or wipe from front to back to avoid infection.
- Ensure the child's skin is clean and dry before putting on a clean nappy or pull-up.
- Inform parents/carers at the end of the session or school day.

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SOUTHWOOD COUNTY INFANT SCHOOL

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HOME-SCHOOL AGREEMENT FOR PROVIDING INTIMATE CARE

This agreement defines the responsibilities that each party has and the expectations each has for the other for promoting the personal care of:

Name of child: _____

Date of birth: _____

Class: _____

The Parents/Carers:

- We will ensure that our child is changed or has been to the toilet, at the latest possible time before being brought to school.
- We will provide the school with spare nappies/pull-ups, spare underwear and a change of clothing. We will advise whether our child needs to be changed standing or lying down.
- We understand and agree with the procedures that will be followed when our child is changed at school, including the use of wet wipes.
- We will inform the class teacher should our child have any marks or rashes.
- We will inform the class teacher if our child has any gastro-intestinal infections or bladder/kidney infections and will keep them at home until they are fully well.
- We will meet to review arrangements when necessary.

The School:

- We will follow the agreed procedures for changing your child.
- We agree to monitor the number of times your child is changed in order to identify progress made.
- We agree to inform the parents/carers should the child be distressed or if rashes are seen.

Parents/Carers: _____

Class Teacher: _____

Date: _____