

## Kedington Primary Academy Intimate Care Policy

<b>Date Approved</b>	<b>Spring 2024</b>
<b>Signed</b>	(Chair of Governors)
<b>Minuted</b>	(Date)
<b>Date of Next Review</b>	<b>Spring 2027</b>

### **Principles**

Every effort should be made to encourage independence before a child arrives at school. We strive to support children in their growing independence by supporting them with small steps in doing things for themselves, in consultation with parent expectations. Children will not be excluded from everyday educational activities solely because of a manageable condition. Our academy plans for the development of independence skills, particularly for children who are highly dependent upon adult support for personal care.

Children will be treated with dignity and respect by carers who are aware of the importance of helping them to develop as far as possible towards independence in personal care. Each child's case will be considered individually.

### **Aims**

Our systems of care aim to:

- Preserve the dignity and independence of the child and avoid the risk of ridicule or bullying from peers or staff;
- Carry out the continence treatment or management plan as agreed in this policy and any individual care plan
- Enable good pathways of communication from child to the academy-based carer, the multi-disciplinary team and the parent or carer;
- Provide adequately trained academy-based care staff.

### **Children with continence difficulties**

It is the academy's aim to support the needs of children who are incontinent in line with the Special Educational Needs, Disability Act 2001 and Equalities Act 2010. No child will be refused admission on the grounds of incontinence.

Information is available for parents about facilities and access for children with disabilities. Admission procedures are in place which include questions relating to personal care needs. As part of our transition process for a child who has a continence problem, a continence care plan will be drawn up agreed by the academy, parents/carers and colleagues from Health. The child should also be consulted, if appropriate, as well as the staff involved in carrying out the care. The plan should include the following information:

- Which teacher or teaching assistant, or named mid-day supervisor will change the nappy or pants or clothing;
- State where changing will take place;
- State who will do what in most circumstances eg dressing, undressing
- What resources will be used (and who will supply them);
- How the nappy/soiled pants will be disposed of;
- What infection control measures are in place;
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries.

(see Appendix 1)

Parents will be informed of continence incidents verbally and/or by a message via Dojo. For children with more complex continence needs a care plan should be signed by all involved in drawing it up, and must include parental consent and a review date.

The care plan will state whether it is appropriate for more than one adult to support the child. Staff that carry out care responsibilities are required to follow the procedures specified in the basic hygiene precautions to be taken when dealing with pupils with bladder and bowel problems. The academy will ensure that staff have appropriate information and training, including regular review of procedure and practice.

**Procedures for changing a child (this follows the recommendations in [Guidance for safer working practice for those working with children and young people in education settings , 2022](#))**

- Pupils will be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable.
- When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.
- Staff will wear disposable gloves and aprons while dealing with the incident;
- Adults will stand to the side if at all possible and ensure there is good ventilation as part of our Covid 19 safer working practices
- Soiled nappies or clothing to be double wrapped and placed in a bin with a lid;
- All changing areas will be sprayed with antibacterial spray and cleaned down after every use;
- Hot water and liquid soap will be available to wash hands as soon as the task is completed. The child will be supported to wash their own hands, as they could touch themselves during toileting;
- Paper towels will be available for drying hands.

**Facilities**

Children will be changed in the disabled toilet area and, when appropriate, a changing mat can be placed on the floor or another suitable surface. As far as is reasonably practicable, it is of paramount importance that staff are able to handle children's care needs safely and with dignity in a manner that reflects the home care routines.

**Safeguarding**

- Inform a colleague when a child needs to be taken to the toilet;
- In all but exceptional circumstances, make sure another appropriate adult is in the vicinity and you are visible and/or audible
- Make a record of each occasion;
- Attention should be paid to the age of the child, his/her wishes and feelings, any expressed parental directions along with the wishes and feelings of the member of staff concerned.
- Inform parents at the end of the day in person or via Dojo message.
- Ensure a care plan (Appendix 1) is drawn up where this may be a regular occurrence.
- Any child protection concerns should follow the normal routes. (See Safeguarding Policy)

Appendix 1

Kedington Primary Academy

**Intimate/Personal Care Plan**

<b>Child's Name:</b>	<b>Date:</b>
<b>Nominated Staff:</b>	
<b>Main areas of need:</b> eg · <b>Changing pad</b> · <b>Wiping bottom</b> · <b>Cleaning Benjamin after he has emptied his bowels</b> · <b>Changing his clothes</b>	
<b>Detailed Plan:</b> 1. Which teacher or teaching assistant, or named mid-day supervisor will change the nappy or pants or clothing;  2. Where changing will take place;  3. Who will do what in most circumstances eg dressing, undressing  4. What resources will be used (and who will supply them);  5. How the nappy/soiled pants will be disposed of;  6. What infection control measures are in place;	

7. What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries.

This plan was written by \_\_\_\_\_ on \_\_\_\_\_

This plan was agreed with parents/carers on \_\_\_\_\_ .

The child's views were sought for this plan on \_\_\_\_\_

(if not, please state why not):

Signed (Headteacher) \_\_\_\_\_ Date \_\_\_\_\_

Signed (LSA, Support staff) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signed (Parent/carer) \_\_\_\_\_ Date \_\_\_\_\_



