



# **Marshland St James** **Primary & Nursery School**

## **Intimate Care Policy**

### **Introduction:**

Marshland St James Primary & Nursery School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act/Equality Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against. We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

### **Definition:**

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Intimate care is any care which involves one of the following:

1. Assisting a child to change his/her clothes
2. Changing or washing a child who has soiled him / herself
3. Assisting with toileting issues
4. Supervising a child involved in intimate self-care
5. Providing first aid assistance
6. Providing comfort to an upset or distressed child
7. Feeding a child
8. Providing oral care to a child
9. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. \*

In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of insulin) Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

### **Our approach to best practice:**

- The management of all children with intimate care needs will be carefully planned.

- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter (not via the home school diary)

## **Principles of Intimate Care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account.
- Every child has the right to have levels of intimate care that are appropriate and consistent.

## **Assisting a child to change his / her clothes**

This is more common in our Foundation Stage. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

## **Changing a child who has soiled him/herself**

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose.
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the emergency contact cannot attend, school will seek verbal permission for staff to change the child. If none of the contacts can be reached the Principal is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.

## **Providing comfort or support to a child:**

There are situations and circumstances where children seek physical comfort from staff (particularly children in Early Years). Where this happens staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Teacher for Child Protection.

## **Assisting a child who requires a specific medical procedure & who unable to carry this out unaided.**

Our Administration of Medications Policy outlines arrangements for the management of the majority of medications in school.

Parental permission must be given before any medication is dispensed in school- this form is available from the school office..

A small number of children will have significant medical needs and in addition to the arrangements included in our Administration of Medications Policy will have an Individual 'Care Plan'. This Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

## **Safeguarding**

The Governors and staff of Marshland St James Primary & Nursery School recognise that disabled children are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

**Policy reviewed by the Governing Body: May 2022**

**To be next reviewed: Summer 2025**

## Form 1

### Record of other agencies involved

Pupil's name:.....

DoB.....

| Name/Role                   | Address/Phone/e-mail |
|-----------------------------|----------------------|
| Parent/Carer                |                      |
| GP                          |                      |
| School nurse/Health visitor |                      |
| Continence adviser          |                      |
| Physiotherapist             |                      |
| Occupational Therapist      |                      |
| Hospital consultant         |                      |
| Educational Psychologist    |                      |
| Social Worker               |                      |
|                             |                      |
|                             |                      |

## Form 2

### Toileting plan discussion with parents/carers

|   |
|---|
| <b>Record of discussion with parents/carers</b> |
|---|

|                                  |                      |                     |
|----------------------------------|----------------------|---------------------|
| <b>Child/Young persons name:</b> | <b>Date of Birth</b> | <b>Date agreed:</b> |
|----------------------------------|----------------------|---------------------|

|   | <b>Details</b> | <b>Action</b> |
|---|----------------|---------------|
| <b>Working towards independence</b><br>Eg. taking pupil to toilet at timed intervals, rewards             |                |               |
| <b>Arrangements for nappy changing</b><br>Eg. who, where, privacy   |                |               |
| <b>Level of assistance needed</b><br>Eg. undressing, hand washing, dressing                               |                |               |
| <b>Moving and handling needs</b><br>Eg. equipment, training needs, hoisting equipment                     |                |               |
| <b>Infection control</b><br>Eg. wearing gloves, nappy disposal  |                |               |
| <b>Sharing information</b><br>Eg. nappy rash, infection, family/cultural customs                          |                |               |
| <b>Resources needed</b><br>Eg. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves |                |               |
| <b>Other</b>  |                |               |

|   |                     |
|---|---------------------|
| <b>Signed:</b><br><b>Parent</b><br><br><b>Key member of staff</b> | <b>Review date:</b> |
|---|---------------------|

### Form 3

**Intimate care checklist (can be used as preparation for plan)**

**Planning for intimate care**

**Pupil's name:..... DoB.....**

**Admission date .....**

|   | Discussion | Actions |
|---|------------|---------|
| <b>Facilities</b><br><b>Suitable toilet identified?</b><br><b>Adaptations required?</b> <ul style="list-style-type: none"> <li>• Changing table/bed</li> <li>• Grab rails</li> <li>• Step</li> <li>• Locker for supplies</li> <li>• Hot and cold water</li> <li>• Lever taps</li> <li>• Mirror at suitable height</li> <li>• Disposal unit/bin</li> <li>• Hoist</li> <li>• Other moving and handling equipment</li> <li>• Emergency alarm</li> <li>• Other</li> </ul> |            |         |
| <b>Family provided supplies</b> <ul style="list-style-type: none"> <li>• Nappies/pads</li> <li>• Catheters</li> <li>• Wipes</li> <li>• Spare clothes</li> <li>• Other</li> </ul>  |            |         |
| <b>School provided supplies</b> <ul style="list-style-type: none"> <li>• Toilet rolls</li> <li>• Antiseptic cleanser</li> <li>• Cloths/paper towels</li> <li>• Soap</li> <li>• Disposable</li> </ul>  |            |         |

|   |  |  |
|---|--|--|
| <b>gloves/aprons</b> <ul style="list-style-type: none"> <li>• Disposal sacks</li> <li>• Urine bottles</li> <li>• Bowl/bucket</li> <li>• Milton/sterilising fluid</li> <li>• Other</li> </ul>  |  |  |
| <b>Good practice</b> <ul style="list-style-type: none"> <li>• Advice sought from Health professionals?</li> <li>• Moving and Handling Co-ordinator?</li> <li>• Parent/carer views</li> <li>• Pupil's views</li> <li>• How does child communicate?</li> <li>• Agree use of language to be used</li> <li>• Preferences for gender of carer</li> <li>• Training required for staff?</li> <li>• Awareness raising for all staff</li> <li>• Other</li> </ul> |  |  |



|  |  |  |
|--|--|--|
| <b>PE issues</b> <ul style="list-style-type: none"> <li>• Discreet clothing required?</li> <li>• Privacy for changing?</li> <li>• Other</li> </ul><br><b>Specific advice for swimming</b> <ul style="list-style-type: none"> <li>• From parents/carers</li> <li>• From Health professionals</li> <li>• Moving and Handling Co-ordinator</li> </ul>           |  |  |
| <b>Support</b><br><b>Designated staff</b><br><b>Back-up staff</b><br><b>Training for back-up staff</b><br><b>Transport</b><br><b>School visits</b><br><b>After school clubs</b><br><br><b>Toilet management/intimate care plan to be prepared</b> <ul style="list-style-type: none"> <li>• By whom</li> <li>• When</li> <li>• To be reviewed when</li> </ul> |  |  |

#### Form 4

#### Personal care management plan

|  |
|--|
| <b>Child/Young persons name:</b><br><br><b>Date of Birth</b><br><br><b>Condition</b> |
|--|

|  |
|--|
| <u><b>Details of assistance required</b></u> |
|--|

**Facilities and equipment ( who will be responsible for provision of supplies )**

**Staffing**

|                | <b>Name</b> | <b>Time Plan</b> |
|----------------|-------------|------------------|
| <b>Regular</b> |             |                  |
| <b>Back up</b> |             |                  |

**Training Needs**

**Curriculum specific Needs**

**Arrangements for trips/transport**

**Procedures for monitoring and complaints**

**This current plan has been agreed by:**

**Name**

**Role**

**Signature**

**Date**

**Date for Review**