

Stanton St Quintin Primary
School



To Motivate Educate and Nurture

Langley Fitzurse C of E Primary
School



Amaze, Excite and Inspire

**Let us help each other to love
others and do good. Hebrews**

**Stanton St Quintin Primary School
Langley Fitzurse C of E School**

Intimate Care, including nappy changing policy

Policy and Procedure: Intimate Care Policy

Date of Approval: November 2022

Review date: November 2024

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Statement of intent

Stanton St Quintin and Langley Fitzurse Primary Schools takes the health and wellbeing of its pupils very seriously. The schools aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing body recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting his/her ability to carry out normal day-to-day activities must not be discriminated against.

Pupils will always be treated with care and respect when intimate care is given, and no pupil will be left feeling embarrassed.

1. Legal framework

This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:

- DfE (2022) 'Keeping children safe in education'
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- The Equality Act 2010

This policy will be implemented in conjunction with the Federated schools:

- Bodily Fluid Hygiene Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Behaviour Policy
- Whistleblowing Policy
- Administration of Medications Policy

2. Definitions

For the purpose of this policy, intimate care is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Nappy changing
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies, medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

3. Health and safety

The school's Body Fluid Hygiene Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.

- Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.
- Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately, in line with the Bodily Fluid Hygiene Policy.
- Nappies, incontinence pads and medical bags will be disposed as follows:
- Bagged up and put in child's changing bag for parents to dispose of.
- The changing area or toilet will be left clean.
- Hot water and soap are available to wash hands.
- Paper towels are available to dry hands.

4. Staff and facilities

Staff members who provide intimate care are fully aware of best practice and the specific needs for individual pupils.

Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adjustable bed
- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

Stanton St Quintin and Langley Fitzurse Primary Schools both have disabled toilet facilities with a washbasin.

Mobile pupils will be changed while standing up.

Pupils who are not mobile will be changed on a changing mat on the floor.

Staff will be supported to adapt their practice in relation to the needs of individual pupils, taking into account developmental changes such as the onset of puberty or menstruation.

5. School responsibilities

Arrangements will be made to discuss the personal care needs of any pupil prior to them attending the school.

Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.

In liaison with the pupil and parents/carers, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.

The privacy and dignity of any pupil who requires intimate care will be respected at all times.

A member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.

Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents/carers.

Members of staff will react to accidents in a calm and sympathetic manner.

Accurate records of times, staff, and any other details of incidents of intimate care will be kept, and they will be stored in with the SEN's records..

Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and will be changed by a designated member of staff.

A minimum number of changes will be agreed.

The family's cultural practices will always be taken into account for cases of intimate care.

Where possible, only same-sex intimate care will be carried out.

Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

6. Early Years Foundation Stage

By the age of three, most children will be in the process of toilet training or will be already able to manage their own toileting needs independently or with only a little support.

However, it is inevitable that from time to time some children will have accidents and will need to be attended to.

Parents are required to complete and sign an Intimate Care/Changing Consent form for nappy changing and/or those occasional accidents or children with ongoing medical or developmental needs. See Appendix.

Parents/ carers are asked to provide a change of clothing for children in school, and intimate care items such as nappies and wipes.

All Early Years staff are informed of those children where no permission is given and will contact parents if changing is required.

7. Parental responsibilities

Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

A copy of this policy will be read and signed by parents/carers to ensure that they understand the policies and procedures surrounding intimate care.

Parents/carers will inform the school should their child have any marks/rashes.

Parents/carers will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

8. Safeguarding

Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.

Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.

Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care.

If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the Designated Safeguarding Lead (DSL – Karen Winterburn) immediately. Or in her absence the Deputy Designated Lead (DDSL – Sarah Matthews at SSQ and James Osler at LF).

9. Swimming

Pupils in Key Stage 2 may participate in swimming lessons. During these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.

Special consideration will be taken to ensure that cases of bullying or teasing do not occur.

Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

10. Offsite visits

Before offsite visits, including residential trips, the pupil's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.

Staff will apply all the procedures described in this policy during residential and off-site visits.

Meetings with pupils away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the headteacher.

Consent from a parent/carer will be obtained and recorded prior to any offsite visit.

Policy review

This policy is reviewed every two years by the Executive Headteacher.

The scheduled review date for this policy is September 2022.

Stanton St Quintin Nursery Nappy Changing Procedures

In our setting our nappy changing policy is in accordance with the family's requests and the child's needs.

A child's nappy must be changed promptly when wet or soiled.

Staff must wear

- disposable gloves on both hands and a disposable apron for all nappy changes and a new set of gloves and apron for each child.
- Both child and staff member must wash their hands after changing a nappy.
- A designated room/area for changing nappies with a changing mat is located within the school.

Procedure

1. Make sure you have a clean nappy, wipes and any other supplies before changing the child.
2. Put a new set of gloves and a new disposable apron on.
3. Assist the child changing position – standing or changing mat.
4. Remove the child's nappy and put in a nappy bag.
5. Soiled nappies are to be given to parents to dispose of at the end of the session.
6. Wash and dry the child using the appropriate washing materials, such as wipes, provided by the child's parent.
7. Put on a clean nappy. The child may need a new set of clothes as well. These should be supplied by the parents/carer.
8. Wash the child's hands thoroughly with liquid soap and running water. Dry the child's hands with a disposable towel.
9. Spray the changing mat with disinfectant and wipe with paper towel ready for the next person to use.
10. Wash your hands thoroughly.
11. Write down the change on the Intimate Care Record Sheet or child's individual care plan, as appropriate.
12. At all of these stages the staff member should be interacting with the child: e.g. talking about their day or singing a rhyme.
13. Staff changing children must inform another member of staff.

Intimate Care/Changing Parental Consent Form

Name of child _____

- I give consent for a known member of staff, at Stanton St Quintin Nursery and Primary School to change my child's nappy / wet or soiled underwear during session times.
- I agree to provide my child's nappies, wipes and nappy sacks/spare clothes.
- I understand that any rash, soreness or other identified concerns will be shared with me.

Parent/Carer agrees to:

- ensure that my child is changed at the latest possible time before being brought to the school;
- the nursery staff using wipes to clean the child's genitalia (penis, testicles and anus or vagina and anus) in order to make them clean and comfortable
- a member of the nursery staff being alone with the child whilst changing their nappy or clothes.
- provide the school with a named bag containing clean clothes, nappies/pull ups, wipes, nappy sacks.
- check their child's bag each evening at home time
- accept support from outside agencies with a programme of toilet training, if appropriate

School agrees to:

- change the child during a session should the child soil themselves or become wet
- report to the parent, should the child be distressed or any marks or a rash on skin are noticed
- wear protective gloves and a disposable apron and clean the changing facilities afterwards
- every child being treated with care and given privacy
- keeping a written record of all children who are changed; time, date and initials of staff member who changed them
- soiled nappies/pull ups will be put in nappy bags, returned to child's changing bag and sent home at the end of the session.
- soiled dirty clothes will be cleaned as much as possible and sent home in a bag.

Parent / Carer Signature _____ Date _____

Staff Signature _____ Date _____

Toilet Management Plan - EYFS-Y6

Pupil's name:	Class/year group:
Name/s of supporting adults:	
Date:	Review date:
Area of need	
Equipment required	
Locations of suitable toilet facilities	
Support required	Frequency of support

Working towards independence

Pupil will try to	Personal assistant will	Parents/carers will	Target achieved date

Signed _____ Parent/carer

Signed _____ Supporting adult/s

Signed _____ Supporting adult/s

Signed _____ Pupil (where appropriate)

Agreement between Pupil and Supporting Adult – age appropriate

Pupil's name: _____ Class/year group: _____

Name of support staff involved: _____

Date: _____

Review date: _____

Support staff

As the personal assistant helping you with intimate care, you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you. I will avoid all unnecessary delays.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touching you or your clothing.
- I will check that you are as comfortable as possible, both physically and emotionally.
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will listen carefully if there is something you would like to change about your Intimate Care Plan.

Pupil

As the pupil who requires help with intimate care, you can expect me to do the following:

- I will try, whenever possible, to let you know a few minutes in advance that I am going to need help with intimate care, so that you can make yourself available and be prepared to help me.
- I will try to use the toilet at break time, or at the agreed times.
- I will only use the agreed emergency signal for real emergencies.
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

Signed: _____ Personal assistant

Signed: _____ Pupil