



## The Greetland Multi-Academy Trust Intimate Care Policy West Vale Site

### Statement of intent

West Vale Primary School takes the health and wellbeing of our pupils very seriously. As described in our Supporting Pupils with Medical Conditions Policy, we aim 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 Disability Discrimination 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.

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

### 1. Definitions and examples

- 1.1. 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.
- 1.2. 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.
- 1.3. Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads and nappies, menstrual hygiene, helping someone use the toilet or washing intimate parts of the body.
- 1.4. Children may be unable to meet their own care needs for a variety of reasons and will require regular support.

### 2. Health and safety

- 2.1. Our risk assessment and method statement lays out specific requirements for cleaning and hygiene including how to deal with spillages, vomit and other bodily fluids (Appendix 5 & 6)

- 2.2. Staff will wear fresh aprons and disposable gloves while assisting a child in the toilet or while changing a nappy/incontinence pad.
- 2.3. Soiled nappies/incontinence pads will be securely wrapped and disposed of appropriately.
  - 2.3.1. Where 1 child requires intimate care/toileting, nappies/incontinence pads will be disposed of in an ordinary bin, as per Health and Safety guidelines.
  - 2.3.2. Where more than one child requires intimate care/toileting, nappies/incontinence pads will be disposed of in a specialist bin situated within the disabled toilet
- 2.4. The changing area/toilet will be left clean and, where necessary, the caretaker/cleaning staff will be informed.
- 2.5. Hot water and soap are available to wash hands.
- 2.6. Paper towels are available to dry hands.

### **3. Staff and facilities**

- 3.1. Staff members who provide intimate care are trained to do so and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from a physiotherapist/occupational therapist. This may include:
  - Adjustable bed.
  - Changing mat.
  - Non-slip step.
  - Cupboard.
  - Adapted toilet seat or commode seat.
  - Hoist.
  - Swivel mat.
  - Disposable gloves/aprons.
  - Nappies/pads.
  - Tissue roll (for changing mat/cleansing) and supply of hot water.
  - Soap, antiseptic cleanser for staff.
  - Antiseptic cleanser for the changing bed/mat.
  - Clinical waste bag.
  - Bin
- 3.2. West Vale Primary School has disabled toilet facilities on the ground floor with a washbasin.
- 3.3. Mobile children will be changed standing up.
- 3.4. Children who are not mobile will be changed on the floor on a changing mat.
- 3.5. 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 or menstruation and advice from occupational therapy and physiotherapy, portage or the school nursing service.

## 4. Responsibilities

### 4.1. The school will:

- 4.1.1. Arrange a multi-agency meeting to discuss the personal care needs of any pupil prior to them attending the school.
- 4.1.2. Involve the child who requires intimate care in planning for their own healthcare needs wherever possible.
- 4.1.3. Create, in liaison with the child and parents/carers, a Medical Care Plan to ensure that reasonable adjustments are made for any child with a health condition or disability.
- 4.1.4. Regularly consult with all parents and pupils regarding toilet facilities.
- 4.1.5. Maintain the privacy and dignity of any pupil who requires intimate care.
- 4.1.6. Change the child, or assist them in changing themselves if they become wet, or soil themselves.
- 4.1.7. Never leave a child in wet or soiled clothing.
- 4.1.8. React to accidents in a calm and sympathetic manner.
- 4.1.9. Keep accurate records of times, staff and any other details of incidents of intimate care.
- 4.1.10. Agree how often the child should be routinely changed if the child is in school for a full day, and designate a member of staff to change them.
- 4.1.11. Agree to a minimum number of changes.
- 4.1.12. Agree to encourage the child's participation in toileting procedures wherever possible.
- 4.1.13. Discuss and take the appropriate action to respect the cultural practices of the family.
- 4.1.14. Where possible, only allow same-sex intimate care.
- 4.1.15. Contact parents/carers if the child refuses to be changed, or becomes distressed during the process.
- 4.1.16. Maintain excellent standards of hygiene when carrying out intimate care.

### 4.2. Parents/carers should:

- 4.2.1. Change their child, or assist them in going to the toilet at the latest possible time before coming to school.
- 4.2.2. Provide spare nappies/incontinence pads, wet wipes and a change of clothes in case of accidents.
- 4.2.3. Contribute to, read and sign Medical Care Plans to ensure they understand the policies and procedures around their child's intimate care.

- 4.2.4. Inform the school should their child have any marks/rashes.
- 4.2.5. Discuss with the school how often their child will need to be changed, and who will do the changing.

## **5. Safeguarding**

- 5.1. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.
- 5.2. Individual intimate/medical care plans will be drawn up for children as appropriate to suit the circumstances of the child.
- 5.3. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.
- 5.4. If any member of staff has concerns about physical changes to a child's presentation, such as marks or bruises, they will immediately report the concerns to the Designated Safeguarding Lead

Written by: Mrs Sarah Read (amended by S.Scott)

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Appendix 1 – Intimate care risk assessment

<b>Hazard</b>	<b>Risks</b>	<b>Risk level (H.M.L)</b>	<b>Precautions Needed</b>	<b>Risk Level Achieved (H.M.L)</b>	<b>Additional Action Needed</b>
<b>Trips, slips, falls</b>	Major or minor risk to staff and children.	M	Toileting protocol in place and owned by all staff. Spillages of urine or faeces dealt with promptly.	L	Protocol followed. Spillage equipment available.
<b>Health risks</b>	Health risks to pupils and staff e.g. infection, diarrhoea, vomiting.	M	Protocol in place and owned by all staff. All staff trained in good hygiene practice. Staff aware of infection/health risks.	L	Protocol reviewed regularly and all staff receive refresher training.
<b>Manual Handling</b>	Major or minor risk of injury to staff and pupils.	M	Risk assessment in place. Staff training undertaken.	L	Staff members attend refresher training at regular intervals.
<b>Inadequate changing facilities</b>	Health and safety risk to staff and pupils.	M	Headteacher has an action point written into the Accessibility Plan for the school/setting. Protocol in place. Good hygiene practice, regular disinfecting of area. Privacy and dignity of pupil maintained.	L	Action plan prioritised.
<b>Child protection (CP)</b>	Injury to pupil or allegations against staff.	L	All staff members receive CP training and aware of best practice. All staff DBS checked. Protocol in place.	L	Staff members attend refresher training at regular intervals.
<b>Equipment failure</b>	Injury to pupil or staff.	L	Regular equipment maintenance by a competent adult. Regular staff checks. Faults reported.		
<b>Fire</b>	Injury or death.	M	H&S policy in place. Advice from Fire Service about safe practices and refuge areas.	L	Regular fire drills. All staff and pupils aware of fire safety procedures.



Appendix 3 - Toilet management plan

Child's Name \_\_\_\_\_ Class/Year Group \_\_\_\_\_

Name of Support Staff Involved \_\_\_\_\_

Date of Record \_\_\_\_\_ Review Date \_\_\_\_\_

Area of Need:	
Equipment required:	
Location of suitable toilet facilities:	
Support required:	Frequency of support:

Working towards Independence

Child will try to	Personal Assistant will	Target achieved (date)

Signed \_\_\_\_\_ Parents/Carers

Signed \_\_\_\_\_ Member of Staff

Signed \_\_\_\_\_ Second Member of Staff

Signed \_\_\_\_\_ Child (if appropriate)

## Appendix 4 - Agreement between child and personal assistant

Child's Name \_\_\_\_\_ Class/Year Group \_\_\_\_\_

Name of Support Staff Involved \_\_\_\_\_

Date \_\_\_\_\_

Review Date \_\_\_\_\_

### Support Staff

As the personal assistant helping you in the toilet you can expect me to do the following:

- When I am the identified person I will stop what I am doing to help you in the toilet. 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 look and listen carefully if there is something you would like to change about your Toilet Management Plan.

### Child

As the child who requires help in the toilet 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 the toilet 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 \_\_\_\_\_ Member of Staff

Signed \_\_\_\_\_ Child (if appropriate)



Appendix 5 - Permission for school to provide intimate care

Child's Full Name	
Male/Female	
Date of Birth	
Parent/Carer's Full Name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the headteacher of any medical complaint my child may have which affects issues of intimate care.

Signed \_\_\_\_\_

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_