

Courthouse Green Primary School



Intimate Care Policy 2016

Policy for Intimate Care

Definition

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene including such issues as continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Aims

Courthouse Green Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them.

Staff who provide intimate care to children will have a high awareness of child protection issues. Staff behaviour will be open to scrutiny and staff will work in partnership with parents/carers to provide continuity of care to children wherever possible.

Staff will deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Our Approach

All children who require intimate care are treated respectfully at all times, the child's welfare and dignity is of paramount importance. Staff who provide intimate care are fully aware of best practice. Where required, apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

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.

There will be careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child will be made aware of each procedure that is carried out and the reasons for it.

As a basic principle, children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers, known to the child, who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers. Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis. The needs and wishes of children and parents will be carefully considered alongside any possible constraints e.g. staffing and equal opportunities legislation.

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and

understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. 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 looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Children wearing nappies

Parents and Carers will be provided with information on policy and practice in school. This will include an agreement form for parents to sign outlining who will be responsible in school for the changing and where it will be carried out. Staff responsible for changing children will record in a log book who changes a child, how often this task is carried out and the time they leave/return to the classroom following this task. School has a variable height changing table to avoid staff lifting if changing children. It is the parent's responsibility to provide nappies, disposal bags, wipes, changing mat. School is responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste. Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste.

Health & Safety

Designated changing areas are used for the changing of children.

Each of these areas will have appropriate resources provided.

Nursery

- Disposable gloves and aprons
- Changing mat
- Wet wipes
- Nappy sacks
- Separate bin for nappy disposal
- A selection of suitable spare underwear and clothing
- Plastic bags for wet/soiled clothing
- Antibacterial cleanser/wipes
- Disposable cloths
- Antibacterial soap
- Copy of changing procedure displayed
- Intimate care record

Guidelines for Changing Children

- If possible children should be changed standing up.
- The child's skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child—they must not be shared.
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing should be placed in a plastic carrier bag.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record.

Reviewed and agreed: September 2016

Further review date: September 2019