

# Northwick Manor Primary School



## Intimate Care Policy



Review Date: September 2024

**Two members of school staff should be present when intimate care is given to a child. All members of staff have an enhanced DBS check.**

## **Introduction**

Northwick Manor Primary School believe that everyone should be treated equally, encouraged and respected. We believe that all children should be able to achieve their full potential academically, socially and emotionally. We are committed to our school being a safe and inclusive place where learning is nurtured and encouraged in a happy, caring and fun environment. We all work together to ensure our school is a happy place where good behaviour is expected and all children enjoy their educational journey.

This procedure has been devised in response to the increasing number of children entering the Early Years who are not toilet trained. It sets out the procedures we will follow for nappy changing and in the case of a child accidentally wetting or soiling him/herself. All parents are asked to provide spare clothes in a bag regardless of whether their child is toilet trained.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school.

Parents are made aware that Northwick Manor are on hand to offer advice on how to toilet train and we can put you in contact with relevant support if wanted. There is also advice on our school website, parents and carer links page. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

## **Aims of Procedure**

- To provide clear guidelines for all staff on appropriate procedures that maintain a professional distance approach.
- To highlight the importance of continence in the development of independence.
- To establish good practice in the care of children with continence problems.
- To ensure that children are treated with dignity and respect by those adults responsible for them.
- To safeguard the interests of children, staff, parents, carers and educational settings.
- To establish good practice for joint working between the child, the child's parents / carers and all professionals involved with the child.

## Children with continence problems or relevant medical conditions

Children with continence problems are a very diverse group. Each child needs to be treated as an individual but in broad terms the children with continence problems are in the following groups:

Late developers	The child may be developing normally but at a slower pace.
Children with some developmental delay	The child may have a developmental delay in continence; either diagnosed or under investigation but will be in an early years or mainstream setting.
Children with physical disabilities or relevant medical conditions	Physical disabilities / medical conditions e.g. spina bifida, cerebral palsy may result in long term continence difficulties and continence development / management plans are likely to be needed.
Children with behavioural difficulties	Delayed independence in personal hygiene may be part of more general emotional / behavioural difficulties.

The statutory guidance for the Early Years Framework (0-5 years of age); Welfare Requirements states that; 'Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies' (para 3.71 EYFS Statutory Framework 2024). At Northwick Manor there is an intimate care area within the BMA room located near the EYFS classrooms.

We maintain an emergency supply of adequate resources as detailed in an Intimate Care Plan. On occasions where school's resources are used, parents are requested to replace them.

## The Disability Discrimination Act

The Disability and Equality legislation requires that educational settings and service providers do not treat disabled pupils less favourably and to make reasonable adjustments to avoid putting disabled pupils at a substantial disadvantage. Northwick Manor Primary School **do not** set a standard of continence as a requirement for admission.

## Safeguarding

There are two distinct groups considered here; the children and the adults dealing with the intimate care of the children.

- It is the responsibility of each school or setting to ensure that any member of staff or students in training (under direct staff supervision) dealing with the intimate care of a child has an enhanced DBS clearance.
- It is the responsibility of the Headteacher to ensure that there are sufficient staff designated to deal with continence issues.
- It is the responsibility of the Headteacher to protect staff from potential allegations of abuse. For this reason, the school / setting should arrange for two adults, preferably at least one of the same gender as the child, to be present this minimises the potential for allegations of abuse.
- As it is the class teacher in a school who has ultimate responsibility for the children in the class, (s)he should be informed if a child is being taken to the toilet or to have a nappy changed and should be fully conversant with principles and procedures.
- Staff should at all times follow the procedure set out in the Intimate Care Plan.
- Northwick Manor Primary School follows the Rivers CofE Academy Trust Safeguarding Policy.
- It is the duty of the Headteacher to ensure staff implementing this procedure have an enhanced DBS clearance.
- PPE has been provided for all staff dealing with intimate care (gloves, masks, aprons)
- Individual child assessments to be undertaken where necessary
- Staff must wear PPE when dealing with intimate issues - to be disposed of immediately afterwards
- Double bag and send home any soiled items of clothing
- Handwashing by the child and adult afterwards
- Intimate care guidance to be reviewed as and when new guidance arises

#### The Health and Safety at Work Act 1974

- Employers have a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all employees at work.
- Employers have a duty to carry out risk assessments where the risks at work are significant to employees or others.
- The employee has a duty while at work to take responsible care of the health and safety of himself and other people who may be affected by his acts.

### Procedures

#### 1. Intimate Care Plan (Appendix 1)

The Intimate Care Plan pro forma **must** be used to record the needs of each individual child that has continence problems, along with actions to be taken agreed by the school and the parent / carer. If the school nurse is involved with the child then she should also be involved in the drawing up of the Care Plan. Any change to the plan, including changes of staff, should be notified to all parties signing the plan. A record of intimate care should also be kept. The school should

send a copy of the plan to any health professionals involved with the child for comment.

The plan should be completed taken into account the following partnership working principles:

The parent should:

- Agree to change the child at the latest possible time before bringing him/her to the school.
- Provide the school with spare nappies and a spare set of clothes.
- Understand and agree the procedures that will be used when the child is changed at school – including the use of any cleanser or the application of any cream which if provided by parents/carers should be sent into school in a named and sealed container.
- Agree to inform the school should the child have any marks / rash.
- Agree to a 'minimum change' policy i.e. the school would not undertake to change the child more frequently than if s/he were at home.
- Agree to notify the school if the child's needs change at any time which needs to be reflected in the Care Plan.
- Agree to attend review meetings.

Northwick Manor will:

- Agree to change the child at the earliest opportunity should the child soil themselves or become uncomfortably wet.
- Where defined by the Care Plan should agree how often the child would be changed should the child be at the setting / school for the whole day.
- Agree to complete the Care Record of Intimate Care each time the child is changed: including noting down if the child is distressed or if marks/rashes are seen.
- Agree to review arrangements as and when necessary and as a minimum at six monthly intervals.

## **2. Facilities**

The Department of Health recommends that extended cubicle with a washbasin should be provided in each school for children with disabilities.

Northwick Manor provides a large clean area for cleaning soiled children. We have a changing table which can be raised or lowered to the change the child.

At all times the safety of the child and staff should be considered.

### **3. Written guidelines for staff**

A set of written guidelines should be agreed by each school or setting and made available to parents / carers of children for whom a Intimate Care Plan is in place. The differences between settings make it impracticable for a generic set of guidelines to be in place. Each school or setting's written guidelines should include:

- The requirement for individual's job description to specify that they will deal with continence problems, where they have agreed to do so
- For the protection of staff a statement that the school will, if it can, provide two members of staff. Where possible at least one should be of the same gender as the child
- Where nappy changing will take place.
- What resources will be used; including cleansing agents / creams
- How the nappy will be disposed of
- What infection control measures are in place
- What the members of staff will do if the child is unduly distressed
- What the members of staff will do if marks or injuries are notices on the child
- 2 members of staff

#### **Procedure for dealing with nappy changing**

- The two members of staff dealing with child to wash hands.
- Put on new disposable apron and gloves (for your own protection and to reduce cross contamination).
- Child should be asked to lie down on the changing mat if appropriate, an older child may be more comfortable standing up.
- Change child's nappy pad.
- Put soiled nappy pad in nappy sack (or in an emergency a plastic bag).
- Spray and wipe the changing mat.
- Wash hands with gloves still on.
- Put wipes, nappy sack, apron and gloves into a plastic bag.
- Wash hands again.
- Dispose of the plastic sack in the normal school/setting waste.
- Wash hands again and ensure the child washes hands before being returned to class/setting.
- A log is kept of the nappy changing time, by which staff member and the type of nappy change (urination only or both). The names of the staff members present within should also be recorded. (Appendix 2).

Note: where it is known that the child is infected with a blood born virus all materials should be double wrapped in yellow clinical waste bags and arrangements made for the waste to be removed for incineration.

This Procedure will be displayed in all areas where nappy changing will take place.

This procedure will be reviewed and updated annually.

APPENDIX 1

Northwick Manor Primary School		
Intimate Care Plan		
Name	Date of birth	Emergency contact number
Identified need		
Resources – provided by parent / carer		
Resources – provided by setting / school		
Action to be taken		
Staff involved		
Additional Information		
Signature of parent / carer and child (if appropriate)		
Signatures of school staff named above		
Signature of school nurse / health professional (if appropriate)		
Review date		

