

# **Intimate Care and Toileting Policy**



**September 2020**

## **Rationale**

At Castleroe Primary School we are committed to safeguarding and promoting the welfare of children and young people. We are 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. We are committed to ensuring that children are treated with sensitivity and respect.

## **What is 'Intimate care'**

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 too young to or are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or contact with intimate personal areas. Examples include support with dressing and undressing (underwear), helping someone use the toilet or, cleaning a pupil who has or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

## **Practicalities**

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Castleroe Primary School, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go. Although they are encouraged as they progress through the school to use the toilet during break times.

Children in the Foundation Stage have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

## **Role of Castleroe Primary School staff**

If a child requires adult help to change clothing the following procedure will be put in place:-

1. Attempts will be made to contact the persons with parental responsibility for the child. They will be responsible for the intimate care arrangements of the pupil.
2. If these contacts fail, to avoid further distress to the child, clean clothes will be given to the child and two adults will assist the child in changing.

Staff have access to a bathroom area with a toilet and hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use.

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home.

At all times two members of staff pay will attention to the level of distress and comfort of the child. Our intention is that the child will never be left in soiled clothing or distress.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

## **Guidance for intimate care needs over and above accidents.**

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

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.

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 two adults.

Intimate care arrangements will be discussed with parents/carers 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.

**Child Protection**

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

**Disabilities**

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.

**Role of parents/carers**

Parents/carers should give permission for intimate care on the annual Data Collection Form. The permission slips are kept on record. All staff are informed of those children where no permission is given.

Where a child has continuing incontinence problems parents are expected to provide a complete set of spare clothes and baby wipes.

## COVID19 ADDENDUM

Staff will continue to provide the same high standard of professional care for pupils.

Full PPE is available for welfare matters, such as looking after an unwell child, intimate care or first aid and one to one work.

We have a supply of masks, gloves and aprons for intimate care and welfare issues, including dealing with first aid where the child cannot administer it themselves.

### *Donning PPE order*

1. Apron
2. Mask
3. Eye Protection
4. Gloves

### *Removing PPE order*

1. Gloves
2. Apron
3. Eye Protection
4. Mask
5. Wash Hands

### *8c) Disposal of PPE*

- General PPE waste to be double bagged in the blue sick bags and placed in your general lidded bin in your room.
- Symptomatic PPE waste to be double bagged and placed in the yellow clinical waste bin in the isolation room.
- Staff reusable masks must not be left on any shared surfaces and should be taken home daily and when not in use should be stored in a bag (e.g. zip lock sandwich bag)