

# Braybrook Primary School



## Intimate Care Plan & Toileting Policy

<b>Status</b>	Recommended
<b>GB Monitor</b>	Pupil Achievement Committee
<b>Staff Lead</b>	Emma Green
<b>Senior Lead</b>	Headteacher
<b>Version</b>	Ratified
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<b>Next Review</b>	March 2016

## **Braybrook Primary School is committed to safeguarding and promoting the welfare of children and young people.**

At Braybrook Primary School, 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.

### **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 unable to do.

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 include:

- support with dressing and undressing (underwear)
- changing incontinence pads and nappies
- helping someone use the toilet
- washing intimate parts of the body due to soiling

### **When might this policy be relevant?**

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, it is inevitable that from time to time some children will have accidents and need to be attended to.

In addition to this, we recognise that an increasing number of children and young people with disabilities and medical conditions now attend inclusive mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. Braybrook Primary School's 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.

In order to help all children to become aware of their bodily needs and to 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.

The school commits fully to support any training programme requested by a child's GP and / or the school doctor or parent. All children are supported to achieve the highest level of autonomy that is possible given their age and abilities. Our staff will encourage each child to do as much for him / herself as they are able.

### **What are our procedures?**

Permission is sought to provide 'intimate care' as children enter Early Years Foundation Stage (EYFS) and slips are kept on record. All Foundation Stage staff are informed of those children where no permission is given.

### **Wetting:**

- If a child wets themselves during the school day, they will be given a change of clothes and will be encouraged to change themselves (for younger pupils, adult help may be given if appropriate). *(Where a child has continuing incontinence problems (i.e. past EYFS), parents are expected to continue to provide a complete set of spare clothes and 'wet-wipes'. The school also keeps a stock of spare clothes in various sizes.)*
- Children will be changed in the children's toilet facilities in the Foundation Stage classroom, or in the disabled toilet for older pupils.
- Wet clothes will be securely bagged and parents will be informed at the end of the day.

### **Soiling:**

- If a child soils themselves during the school day, one member of staff will help the child to remove their soiled clothes, clean skin (this usually includes bottom, genitalia, legs, feet) and dress in clean clothes. This should take place in the disabled toilet facilities with another member of staff present.
- A member of staff will ensure that the clothes are double wrapped securely and that parents are informed at the end of the day.
- Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff is aware prompt action will be taken.
  - ✓ Staff must pay attention to the level of distress and comfort of the child, at all times.
  - ✓ If the child is ill, the member of staff will telephone the parent / carer.
  - ✓ In the event a child is reluctant to get changed or cleaned a parent / carer will be contacted immediately.

### **Individual Intimate Care Plans**

For children with specific or ongoing toileting needs, individual intimate care plans will be drawn up as appropriate, to suit the circumstances of the child.

If it is known that a child has problems with incontinence, a meeting should be arranged prior to them starting school which should be attended by the Headteacher, class teacher, parents / carers and relevant healthcare professionals. The child should also be included, if old enough to contribute to the meeting. Similarly, should a problem come to light in school, a meeting should be convened to discuss the issue at the earliest opportunity.

Intimate care arrangements will be discussed with parents / carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of the children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

## **Health and Safety**

The following precautions will apply when nappy changing or dealing with a child who has soiled themselves:

- staff must wear fresh aprons and disposable gloves while changing a child
- soiled nappies should be securely wrapped and disposed of appropriately in a specially marked bin in the disabled toilets (this bin will be emptied daily into the nursery nappy bin by the site manager).
- soiled clothes should be double bagged and stored carefully until the end of the school day
- changing area / toilet should be left clean
- site manger / cleaning staff should be informed, if appropriate
- hot water and soap should be available to wash hands as soon as changing is complete
- paper towels should be available to dry hands

## **The Protection of Children**

- Child Protection procedures and Multi-Agency Protection procedures will be adhered to.
- If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc s/he will immediately report concerns to the appropriate 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 the process, in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

## Appendix 1



### Home school agreement for children who need an 'Intimate Care Plan'

#### Parents / Carers:

- agree to change the child at the latest possible time before coming to school
- provide spare nappies, wet wipes and a change of clothes
- understand and agree to the procedures followed during changing at school
- agree to inform school should the child have any marks / rashes
- agree how often the child should be routinely changed if the child is in school for the day, and who will do the changing
- agree to review the arrangements, in discussion with the school, should this be necessary
- agree to encourage the child's participation in toileting procedures wherever possible

#### The School:

- agrees to change the child should they soil themselves or become wet
- agrees how often the child should be routinely changed if the child is in school for the full day and who would be changing them
- agrees a minimum number of changes
- agrees to report to the Head Teacher or Designated person should the child be distressed or if marks / rashes are seen
- agrees to review arrangements, in discussion with parents / carers, should this be necessary
- agrees to encourage the child's participation in toileting procedures wherever possible
- discusses and takes the appropriate action to respect the cultural practices of the family

## Appendix 2



### Intimate Care Plan

<u>Child's Name:</u>	<u>DOB:</u>
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Completed by: \_\_\_\_\_ (member of staff)

Date of Plan: \_\_\_\_\_ Date to review Plan: \_\_\_\_\_

Detail of child's needs:
Action to be taken, frequency and persons responsible:
Who will provide the resources? e.g. wipes, nappies, disposable gloves:
How will the changing occasions be recorded and if / how this will be communicated to child's parent / carer:
How will we encourage and involve the child in their own toileting?

*This plan has been discussed with me and I agree to change my child at the last possible moment before he / she comes to school, to provide the resources indicated above and to encourage my child's participation in toileting procedures at home as appropriate and where possible.*

Signed: (parent/carer)

Date:

Signed: (school representative)

## Appendix 3



### Intimate Care Plan - Review

<u>Child's Name:</u>	<u>DOB:</u>
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Reviewed by: \_\_\_\_\_ (member of staff)

Date of Original Plan: \_\_\_\_\_ Date to review Plan: \_\_\_\_\_

Details of child's identified needs:
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Views of the parent / carer (since the implementation of the plan):
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How is the child managing their own toileting?
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Actions to address / Further comments:
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*This plan has been discussed with me and I agree to change my child at the last possible moment before he / she comes to school, to provide the resources indicated above and to encourage my child's participation in toileting procedures at home as appropriate and where possible.*

Signed: (parent/carer)

Date:

Signed: (school representative)