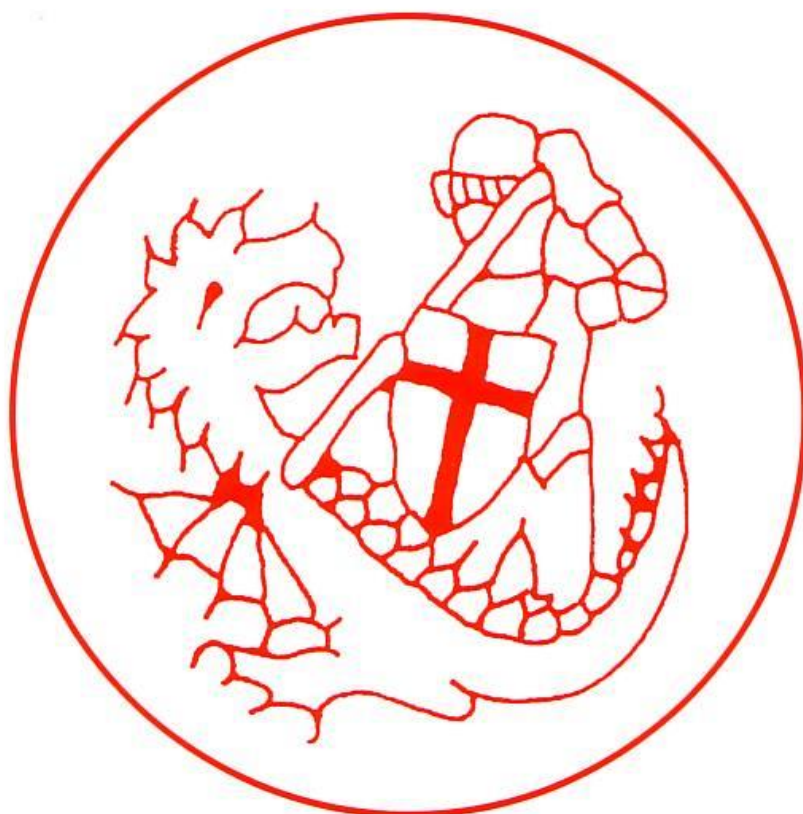


Rumboldswyke Church of England Primary School



Intimate Care Policy November 2019

For review Autumn 2022

Rumboldswyke Church of England School Intimate Care Policy

Rumboldswyke Church of England School follows all advice and guidance available on the West Sussex Grid for Learning, health and safety section, in addressing issues of continence. This policy confirms these arrangements and clarifies procedures in our school.

Developing a care plan

A planning meeting with the head teacher, parents, relevant teaching assistants and school nurse is arranged for each child with continence difficulties, in order to develop a care plan. This meeting also identifies equipment, accommodation and support requirements (see Intimate Care Plan in appendix).

The hazards

The main health and safety hazards when caring for children with continence difficulties are:

- Spread of infection
- Skin irritation
- Manual handling

Good hygiene must be used when changing incontinence pads or nappies and / or cleaning a soiled child, to reduce the risk of infection.

Do:

1. Ensure you have all the equipment you need and access to water before you begin each nappy/pad/clothes change.
2. Wash hands thoroughly before and after each nappy/pad/clothes change (including after disposal of nappy).
3. Wear latex-free disposable gloves and a disposable apron. Use a waterproof changing mat, if the child is unable to stand.
4. Use disposable towels and consider using a hand sanitizer (available from Wightman & Parrish).
5. Clean any surface that is soiled or touched during nappy/pad/clothes changing with a detergent solution followed by Milton Sterilising Fluid. Detergents and disinfectants must be labelled clearly and stored securely, in accordance with COSHH regulations. 'Use by' dates must be adhered to as the product effectiveness diminishes over time. Disposable cleaning cloths should be used.
6. Dispose of nappies/pads/soiled waste ie: paper and gloves, safely by placing them in an individual plastic bag. Put this into a second plastic bag, seal and place in **outside** bin.
7. Ensure the changing area is well away from food preparation areas.
8. Store clean nappies/pads away from changing area to prevent cross-contamination.
9. Soiled clothes should be double bagged and returned to parents.
10. Spare clothes to be kept in school PE bag.

Do not:

1. Use changing mats without protecting them with paper towels. Towels should be changed for every child and discarded after use.
2. Use mats that are dirty or have broken or torn waterproof coverings.
3. Share creams and lotions between children.
4. Use fingers to remove cream from containers. (Use a clean disposable spatula each time.)

Appropriate Skincare

Parents should supply the pads, towelling and nappies, wipes, creams and so on to the establishment. Items may be listed in the health care plan. Change nappies/pads often, especially after soiling. It is important to keep the child's skin clean and dry. Rinse any soap away thoroughly because it may over-dry the skin and cause irritation. Be aware that scented wipes can cause irritation. If the pupil uses disposable nappies or pads, it is recommended by the product manufacturer that barrier creams are not used as these reduce the product's absorbency.

Manual Handling and Pupil Safety

Adequate space and equipment is required for changing and cleaning children to avoid a manual handling injury. When practical the child should be changed in the Disabled Toilet area as it has sufficient space and therefore staff would not have to adopt hazardous postures when attending to a child. A second adult, preferably a member of the office staff, should be advised and be close by to protect the interests of the child and adult. (Although not necessarily involved.) If the soiling is severe and it is not practical to move the child, the situation should be dealt with in the classroom toilet, again with a second adult close by.

Changing children on the floor should be avoided for staff's health and safety, for hygiene reasons and for the child's dignity. Children may be changed/cleaned in a standing position. Use kneeling pads if appropriate, when changing a child.

Safety

All staff involved with intimate care need to be sensitive to the pupil's needs and also aware that some care tasks or treatments could be open to possible misinterpretation. False allegations of sexual abuse are extremely rare, but certain basic guidelines will safeguard both pupils and staff. Everyone is safer if expectations are clear and approaches are consistent as far as possible. If you cannot work within these guidelines for any reason, please talk to the Headteacher.

Dignity, Respect and Privacy

Treat every pupil with dignity, respect and ensure privacy appropriate to the pupil's age and situation.

Privacy is an important issue. At times intimate care is carried out by one staff member alone with one pupil. This practice is accepted unless the task requires two people. Having people working alone does increase the risk of abuse, however, this is balanced by the loss of privacy and lack of trust implied if two people have to be present, as well as the practical difficulties of releasing two members of staff.

Male and female pupils must not use changing areas simultaneously. There may be an element of discretion in the early years class. Pupils must never share a toilet cubicle.

Cubicle doors must be closed as should the door to the toileting area, unless there is a specific agreement between the parent and the school.

Staff must be aware that they are being monitored when carrying out intimate care of pupils. The physical conditions within the toilet area will make monitoring more discreet, for example, cubicle doors may be shoulder height so that adults can, if necessary, peer over the top whilst maintaining privacy for pupils. Staff should feel less vulnerable knowing that adults could enter the toilet area to observe at any time. Staff should inform a colleague before and after undertaking intimate care and should keep a record in the First Aid Book. Staff should not put themselves, or the child, in a vulnerable position.

Each pupil that requires intimate care will have an intimate care plan which includes a monitoring element. All staff will be responsible for monitoring the intimate care of pupils. The Headteacher will co-ordinate the intimate care of pupils.

It is more appropriate that female pupils are changed by female staff and that male staff do not come within close proximity of a female pupil in a state of undress, unless in exceptional circumstances. Should this happen it must be logged on the intimate care plan and brought to the attention of the Headteacher. School will also have regard for parental and staff needs when devising and implementing intimate care plans.

Involve the pupil as far as possible in their own intimate care

Try to avoid doing things for the pupil that he/she can do alone and if a pupil is able to help, ensure that they are able to do so. If a pupil is fully dependent on you, talk with them about what you are doing and give them choices where possible.

Be responsive to a pupils' reactions

Where possible check your practice by asking the pupil, particularly if you have not previously cared for them, for example, "Is it OK to do it this way?", "Can you wash there?". If a pupil expresses dislike of a certain person carrying out their intimate care, try and find out why and as far as possible respect their personal preferences.

Make sure practice in intimate care is as consistent as possible

Teachers have responsibility for ensuring that staff have a consistent approach and this is achieved through regular monitoring and evaluation of the intimate care plan. It is important that approaches aren't markedly different between different staff. Where possible the class LSA would be initially responsible for the child but any LSA or teacher would be expected to support if in the vicinity at the time.

Never do something unless you know how to do it

If you are not certain how to do something, ASK. If you need to be shown more than once, ask again. If handling or lifting is required, staff should receive the appropriate training and a risk assessment will be carried out.

If you are concerned, report it

If during the intimate care of a pupil you accidentally hurt him/her, or the pupil seems unusually sore or tender in the genital area, or appears to be sexually aroused by your actions, or misunderstands or misinterprets something, or has a very emotional reaction without apparent cause; report any such incident as soon as possible to another person working with you and to the Headteacher. Some of these could be cause for concern about the pupil, or alternatively the pupil or another adult might possibly misconstrue something you have done. Parents are also encouraged to report any injuries or soreness.

Encourage the pupil to have a positive image of their own body

Confident, assertive pupils who feel their body belongs to them are less vulnerable to sexual abuse. As well as basics like privacy, the approach you take to a child's intimate care can convey lots of messages to them about what their body is worth. Your attitude to the pupils intimate care is important. Their experience of intimate care should be relaxed and stress free.