

Highwood Primary School



Promoting Resilience – Achieving Potential

Intimate Care Policy

Written October 2019
Ratified by Governors
Review Date December
Covid Ammendment added – July 20



This policy has been impact assessed against protected characteristics (race, gender and disability) and no adverse impact has been identified.

Based on Hertfordshire County Council Publications: Continence Guidance for Early Years Settings (2014) Supporting Children in Nappies (2014)

1. Introduction

From time to time there will be children attending Highwood Primary School requiring some help and support with intimate and personal care. This could include toileting, medical care, feeding, drinking, dressing, undressing and washing. Occasionally we may have a child who is completely dependent on adults for all aspects of their intimate and personal care. It is essential that intimate and personal needs should be met whilst at the same time allowing the highest standards of safety, privacy, respect and dignity, to be maintained. All children, regardless of age or special need, will be encouraged to act as independently as possible.

2. Principles

- All children are entitled to safety, dignity, respect and privacy at all times
- The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards
- Adults need to be vigilant about their own behaviour, ensuring that they follow agreed procedures and policies and be mindful of the needs of the children with whom they work
- Children who require help and support with intimate and personal care must have an Intimate/Personal Care Plan, which is agreed with parents/carers and is regularly reviewed
- Where there is an isolated soiling incident of a KS1 or KS2 child without an intimate care plan, the parent will be called to assist
- Children's views should be actively sought wherever possible

3. Management Procedural Responsibilities

Staff at Highwood Primary School will:

- Adhere to this policy and to the Individual's Personal Care Plan
- Discuss a member of the leadership team and parents/carers, any variations from the agreed policy or plan and record such changes
- Ensure that individual care plans are reviewed regularly with parents/carers, staff and child (if appropriate) and that changes are recorded
- Use and encourage appropriate language between themselves and children at all times

- Carry out regular checks that all accessories such as a changing mat, fresh nappies, wipes, cream and spare clothes are always available and stored in an accessible place close to the nappy changing area
- Ensure that 2 members of staff are present wherever possible
- Ensure that soiled nappies, wipes etc. are disposed of hygienically
- Encourage appropriate behaviour by other children and adults at all times

4. Nappy Changing Procedure

- Make other staff aware of intimate and personal care tasks being undertaken
- Explain to the child what happening i.e. is that they are going to have their nappy changed
- Wear surgical gloves
- If possible (and appropriate), ensure that toilet doors are closed and screens are pulled over when the nappy is being changed.
- Encourage the child to be as independent as possible.
- Discourage other children from spectating.
- Check that the changing area is left clean and sanitised.

5. Monitoring the Impact of this Policy

This policy will be reviewed annually or more frequently if a child with other exceptional needs joins the school.

Further information is available from the following documents :
Continence Guidance for Early Years Settings 07/07/2014,
Supporting Children in Nappies 07/07/2014

Intimate Care Policy

Child's Name:

Date:

Main areas of need:

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-
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Toileting/nappy changing plan:

Dressing/undressing plan:

Medical plan:

Discussed and agreed with parents/carers/child on

Date

Signed..... Parent/Carer

1. Principles

The key principles detailed in this policy regarding intimate care remain the same throughout the period of working under the COVID 19 risk assessment.

2. Management Procedural Responsibilities

All procedural responsibilities remain the same with the following amendments added. Staff at Highwood Primary School will:

- Ensure that individual care plans are reviewed in line with the current risk assessment. This needs to take place with parents/carers, staff and child (if appropriate) and that any necessary changes are recorded
- Carry out regular checks that all accessories such as a changing mat, fresh nappies, wipes, cream and spare clothes are always available and stored in an accessible place close to the nappy changing area. These checks need to include aprons, gloves and masks.
- Encourage appropriate behaviour by other children and adults at all times

3. Nappy Changing Procedure

- Wear surgical apron, gloves and mask.
- If possible (and appropriate), ensure that toilet doors are closed and screens are pulled over when the nappy is being changed.
- Inform the site team that the changing room has been used so that it can be appropriately cleaned.