




## Hunnyhill Primary School

Date of Review	November 2024
Next Review Due	November 2026
Staff Responsibility	Headteacher
Amendments:	• Name of Policy – Replace 'Personal' with 'Intimate'
Signed by Chair of Governors	

### Intimate Care Policy

#### Introduction

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure, a toilet procedure, providing oral care or feeding. Intimate care tasks are associated with bodily functions, body products and personal hygiene.

Many pupils will require additional equipment in order for intimate care to be carried out. These arrangements will be carried out following assessment from a physiotherapist/occupational therapist as required. Further support may also be provided from the Moving and Handling Instructor. Pupils will be supported to achieve the highest level of autonomy possible, given their age and abilities.

The governing board recognises its duties and responsibilities in relation to:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- Keeping children safe in education 2024

Any pupil with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Pupils will always be treated with care, sensitivity and respect when intimate care is given, and no pupil will be left feeling embarrassed or as if they have created a problem.

## **Aims**

Hunnyhill Primary School aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school. We also understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support them towards independent toilet training. As a school we aim to be inclusive to all children and to consider the individual needs of each child.

## **Health and Safety**

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.

Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately. Where one pupil requires intimate care or toileting support, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

## **Staff and facilities**

Staff members who provide intimate care will be suitably trained, and will be made aware of what is considered good practice. Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.

Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adjustable bed / Changing mat
- Non-slip step
- Adapted toilet seat or commode seat
- Hoist
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier cream
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

The school has three accessible toilet facilities with a washbasin. Mobile pupils will be changed while standing up. Pupils who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor.

Staff will be supported to adapt their practice in relation to the needs of individual pupils, considering developmental changes such as the onset of puberty or menstruation.

## School responsibilities

Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school. Where possible, pupils who require intimate care will be involved in planning for their own healthcare needs, with input from parents welcomed. In liaison with the pupil and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability. Regular consultations will be arranged with all parents and pupils regarding toilet facilities.

The privacy and dignity of any pupil who requires intimate care will be respected at all times. A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents.

Members of staff will react to accidents in a calm and sympathetic manner. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a **Record of Intimate Care Intervention**. They will be stored in the accessible toilet facility.

Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and the pupil will be changed by a designated member of staff. A minimum number of changes will be agreed.

The family's cultural practices will always be considered for cases of intimate care. Where possible, only same-sex intimate care will be carried out.

Parents will be contacted if the pupil refuses to be changed or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

## Parental responsibilities

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents. Parents will be asked to wash and return any items of uniform that have been loaned to their child by the school as soon as possible.

A copy of **The Personal Care Management Plan** will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care. Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing. Parents will work with staff to

## Safeguarding

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy. Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.

Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.

Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care.

If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the DSL immediately.

## **Toilet training**

Members of staff providing care will inform another member of staff prior to taking a pupil to be changed or to use the toilet. The child is informed using an appropriate method of communication (signed or verbal) that they need to have their nappy changed. If able to, the child will go and get their bag containing their nappies and wipes etc. If the child is unable to, then a member of staff will collect their bag.

Gloves and aprons will be worn before each change and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies, and during any instances where the member of staff could come into contact with bodily fluids.

Where potties are used, they will be emptied immediately and cleaned with an anti-bacterial spray. The potty or toilet is checked to assess whether it is clean before use and toilet paper is well stocked. Where, changing mats are used, they will be cleaned with antibacterial wipes.

If a barrier cream is used, the child must have their own named cream and written consent from parents must be obtained before use.

All pupils will be accompanied to the toilet and will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing pupils and will not make negative facial expressions or negative comments. Pupils' efforts will be reinforced by praise where appropriate.

Staff are required to ensure that soiled/wet nappies are changed as soon as possible. Where pupils are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

Pupils will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

If a pupil has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age. To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Parents are consulted on the approach to toilet training their pupil to ensure there is consistency with the approach at home. Pupils' progress is discussed at handover with parents. If any pupil is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the headteacher and the pupil's parents.

Two members of staff should always be present when changing a child's nappy. If the nappy is wet it will be changed in the EYFS toilets but if soiled the nappy change will take place in the accessible toilet. This is part of making sure there is a culture of openness which both safeguards children and staff.

## **Achieving Continence**

At Hunnyhill Primary School we will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations. We may also seek advice from professionals such as the School Nursing Team or Occupational Therapy, with the agreement of parents.

## **Record Keeping**

Accurate **Record of Intimate Care Intervention** will be kept in an agreed format when a child requires assistance with intimate care; these can be brief but will, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It will be clear who was present in every case.

These records will be returned to the Inclusion Team each week and will be available to parents/carers on request.



## Intimate Care Management Plan

**(To be completed by Inclusion Team and signed by parents/carers)**

Name of Child:	DOB:
Class:	Teacher:

Care required and how often during the school day:

**Member(s) of staff who will carry out the tasks need to be aware of the Intimate Care Policy and need to sign that it has been read and understood.**

Name:	Signature:
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Where will the tasks be carried out:

What equipment / resources will be required to safely carry out the procedures:

What infection control procedures are in place:

What disposal procedures are in place:

Actions that will be taken if any concerns arise:

Parent's responsibility to provide:

**I/We have read the Intimate Care Policy provided by Hunnyhill Primary School.**

**I/We give permission for the named member(s) of staff to attend to the care needs of my/our child and we agree with the procedures proposed.**

Name of Parent:	Signature:	Date:
Headteacher/SENCO:	Signature:	Date: