



Intimate Care Policy

PERSON RESPONSIBLE FOR POLICY:	MRS LOUISE PONSONBY
APPROVED:	MARCH 2017
SIGNED:	ROLE: CHAIR OF GOVERNORS
TO BE REVIEWED:	MARCH 2018

Introduction:

At Norton Infant School we recognise the importance of meeting the personal, social and emotional needs of all children in our care in order to promote and enhance current well being and future development. We aim to do this in a way that encourages independence within a caring and supportive community.

Aims:

- To meet children's individual needs.
- Maintain an effective and consistent approach to procedures relating to intimate care throughout school.
- Provide staff with clear guidance and procedures when dealing with the personal care needs of all children.
- To work together with parents to support their child's personal and social development.

Infrequent accidents and procedures:

At Norton Infant School we understand that toilet accidents will undoubtedly occur within the Foundation Stage and less often in Key Stage One. We believe it is important for the hygiene, safety, comfort and well-being of children and staff to adhere to the following procedure when a toilet accident occurs:

The designated adult must be a member of school staff, NOT a volunteer.

The designated adult should:

- Wear an apron and disposable gloves, throughout to avoid the risk of infection.
- Take the child to the toilet area for the purpose of his/her dignity.
- Encourage the child to remove soiled items of clothing, clean themselves and put on clean clothes.
- Assist with cleaning if necessary for the purpose of hygiene and comfort.
- Encourage and assist the child to put soiled clothes in bags to send home.
- Be understanding throughout and provide the child with reassurance.

The above procedure would also occur in the case of illness, e.g. vomit.

In the case of illness, parents / carers would be asked to collect the child immediately in order to minimise the risk of the infection spreading.

Personal care needs for an individual child:

There will be occasions in school where a child needs support and assistance with some aspect of his / her personal care.

If a child struggles with some aspect of his/her toileting, e.g. frequent accidents, short term medical problem, the procedure for changing will be the same as detailed in the 'infrequent accidents and procedures' section above. In addition to this we will:

- Invite the child and their parents / carers into school to discuss the nature of the problem and any additional support the child will need.
- Establish an agreed routine for care that promotes the child's independence at every opportunity.
- Review the support being given on a frequent basis and adjust as necessary.

Provision for children with Special Needs relating to toileting:

Any child who is not toilet trained or who has a medical condition that requires regular changing will have an individual 'toileting care plan' which is agreed and signed by the designated adults in school and parents. If a child has continence difficulties that occur on a frequent basis it is the parents responsibility to provide wipes, nappies and clean clothing.

The following procedure should take place in the event of a child with such needs entering school:

- Invite the child and his/her parents / carers to school to meet staff and agree the nature of support the child will need.
- Invite the 'Continence Team' into school to talk with staff and parents of the child.
- Parents to inform school if their child is taking any medication and its frequency.
- Parents should inform school if their child may need more frequent opportunities to go to the toilet than usual if the medical condition has worsened or if medication has had to be increased.
- Establish and record a routine for the care that promotes the child's independence at every opportunity and agree with parents / carers. All staff involved in the care of the child and parents/carers should sign and date the plan and state a date for the plan to be reviewed.
- Involve the child in planning for his/her care and ensure they are aware of their routines.
- Ensure the 'toileting care plan' is reviewed at least annually, but more often if necessary.

All staff involved in providing intimate care are fully aware of child protection procedures.

Louise Ponsonby
March 2017

Norton Infant School

Dear Parent / Carer,

At Norton Infant School, we accept that toilet accidents will occur within the Foundation Stage and less often in Key Stage One. We believe it is important for the hygiene, safety and comfort of the children and well-being of all in school to adhere to the following procedure:

When a toilet accident / illness occurs, the designated adult (member of staff NOT a volunteer) should:

- Wear disposable gloves throughout to avoid the risk of infection.
- Take the child to the toilet area for the purpose of his/her dignity.
- Encourage the child to remove soiled items of clothing, clean themselves and put on clean clothes.
- Assist with cleaning if necessary for the purpose of hygiene and comfort.
- Encourage and assist the child to put soiled clothes in bags to send home.
- Be understanding throughout and provide the child with reassurance.

It is the Parent / Carers responsibility to inform the class teacher of any medical reasons for incontinence or toileting issues so that a routine can be put in place.

All staff in school who are involved in providing intimate care are fully aware of child protection.

In order for us to deal with children when accidents / illness occur, please indicate your preference below:

*I **agree** to allow a designated adult to assist my child in the event of illness / t toilet accident. I understand that the designated adult may support my child in cleaning and changing when necessary.*

*I **do not wish** my child to be assisted in the event of illness / 'toilet accident'. I understand that I will be contacted if an incident occurs and it will be my responsibility to bring clean clothes to school and clean my child.*

In the event of your child being ill we will make contact with you or those named in our emergency contact details provided by yourself so that arrangements can be made to collect your child from school.

A copy of the school's Intimate Care Policy is available on the school website or from the school office,

Signed: _____

Date:

Child's Name _____