



## **Intimate Care Policy**

**Effective Date:** January 2023

**Date of minuted approval by the Governing Body:** 8 December 2022

**Next Review Date:** January 2025

### **Owner:**

Head of Primary School

This policy should be read in conjunction with:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medication Policy

### **Aims and Objectives**

The Hessle Academy takes the health and wellbeing of its pupils very seriously. As described in the Supporting Pupils with Medical Conditions Policy, the school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at the school.

The governing board recognises its duties and responsibilities in relation to the Equality Act 2010, which states that 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 and respect when intimate care is given, and no pupil will be left feeling embarrassed.

The definition of intimate care will be defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil

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 of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body. Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Individual intimate care plans and toileting plans will be drawn up for particular children to address their needs (Appendix 3).

## **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. 3.3. 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/toileting, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.

Where more than one pupil requires intimate care, nappies, incontinence pads and medical bags will be disposed as follows:

- PHS waste disposal services will be used and will do a weekly or monthly collection, dependent on need. The school currently uses this company for sanitary waste disposal. A special bin, provided by them, will be used to dispose of this waste.
- 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 are trained to do so, and are fully aware of best practice. 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
- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap • Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

The school has two extended disabled toilet facilities with a washbasin and FS1 has its own dedicated nappy changing station.

Mobile pupils will be changed while standing up.

Pupils who are not mobile will be changed on a 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.
- Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- 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. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff will always ensure that they have a colleague in attendance or in the vicinity when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.
- Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a Record of Intimate Care Intervention Log (Appendix 1 and 2) and they will be stored in the FS1 Provision and the KS1 disabled toilet.
- Arrangements will be made for how often the pupil should be routinely changed if the pupil is in the 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 the academy.
- Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care.
- Parents will inform the academy should their child have any marks/rashes.
- 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.

### **Swimming**

Pupils in Year 4 regularly participate in swimming lessons at Haltemprice Sports Centre. During these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.

Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.





**Intimate Care plan/Toilet Management Plan**

<b>Pupil name:</b>		<b>Class:</b>
<b>Name of support staff:</b>		
<b>Date:</b>		<b>Review Date:</b>
<b>Area of Need</b>		
<b>Equipment required</b>		
<b>Location of toilet facilities</b>		
<b>Support required</b>		<b>Frequency of support</b>

**Working towards independence**

Pupils will try to	Staff will	Parents will	Target achieved date

Signed		Parent
Signed		Staff
Signed		Second member of staff
Signed		Pupil <i>(where appropriate)</i>