

# Ormiston Meadows Academy



## Intimate Care Policy

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### Policy Version Control

Policy prepared by	Ormiston Meadows Academy
Responsible committee	Full Governors
Date approved by committee	27/02/2018
Date ratified by LGB (if required)	
Description of changes from the model policy (if any)	

## **1. Commitment**

Ormiston Meadows Academy is committed to safeguarding and promoting the welfare of children and recognises that there is a need to treat all children with respect when intimate care is given. Intimate care in this context is any care which involves feeding, washing, changing, or carrying out an invasive procedure to a child.

- a) In the case of a specific procedure (e.g. catheterization, or administration of Rectal Diazepam) only a person suitably trained and assessed as competent should undertake the procedure
- b) All staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. There shall be a high awareness of child protection issues. Staff should be aware that their behaviour is continually open to scrutiny from parents, colleagues, senior staff and outside agencies. Staff will work in partnership with parents/ carers to provide continuity of care to children
- c) The child's welfare and dignity is of paramount importance, and should always be preserved with a high level of privacy, choice and control. Sufficient time and appropriate facilities and equipment will be allocated in order that this is achieved. Regardless of age and ability, the views and/or emotional responses of all children will be actively sought
- d) No child should be attended to in a way that causes distress or pain

## **2. Best Practice**

- a) Staff who provide intimate care are trained to do so (including Child Protection and Health & Safety training in Lifting & Handling) and will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty and menstruation
- b) Equipment will be provided to assist with children who need special arrangements, following assessment from a physiotherapist/ occupational therapist/ school nurse as required
- c) The child will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much for him/ herself as he/she can
- d) Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers need to be present when a child is toileted; this will be documented in the child's individual Personal Care Plan (PCP). Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. Where more than one adult is required for Lifting & Handling procedures to be carried out safely, additional adults will withdraw from toilet areas whilst intimate care is carried out
- e) Wherever possible, the same child will not be cared for exclusively by the same adult; ideally there will be a rota of carers known to the child who will take turns in providing intimate care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers

## **3. Child Protection**

Ormiston Meadows Academy policy for Child Protection will be adhered to at all times.

- a) All children will be taught personal safety skills carefully matched to their level of development and understanding
- b) If a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness etc., or if the child makes a disclosure, s/he will immediately report this to the designated person (for child protection)
- c) If a child becomes distressed or unhappy about being cared for by a particular individual, the matter will be looked into by a senior member of staff. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. If a child makes an allegation against a member of staff, all necessary procedures will be followed

#### 4. Personal Care Plans

A Personal Care Plan (PCP) will be written for each child who needs intimate care, documenting the procedures to be undertaken. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. PCPs will be shared and agreed with parents/ carers and counter-signed by a senior member of staff. PCPs will be reviewed annually and whenever there is a significant change in any of the procedures involved.

#### 5. Children requiring assistance with feeding

Children in school will require differing levels of assistance with eating and drinking. Individual needs will be recorded in the child's PCP.

- a) Staff should be aware of the risk of choking in young children and that children with feeding difficulties may be particularly prone to choking and/or aspiration (inhaling) of liquids
- b) Specific feeding advice and programmes from the School Paediatrician, Dietician, School Nurse, Occupational Therapist and Speech & Language Therapist will be followed at all times
- c) Standards of hygiene will be maintained e.g. through:
  - i. Staff washing hands before and after feeding a child
  - ii. Avoiding touching children's food
  - iii. Wiping up spills immediately
  - iv. Storing and preparing any food supplements appropriately
  - v. Washing cloths and equipment after each use

#### 6. Children wearing nappies

It is recognised that some pupils will have continence needs which include the need to wear nappies

- a) Pupils will be managed in a way that seeks to maintain their dignity at all times, e.g. nappies will be stored discreetly, and suitable arrangements made for changing for P.E.
- b) Parents/ carers should provide sufficient nappies, wipes etc. to meet their child's needs. Parents/ carers will be made aware of this responsibility and informed when further supplies are required

- c) The school will provide disposable gloves, a bin and liners to dispose of any waste, and appropriate changing and washing facilities. If further supplies are required, staff will inform a member of the Inclusion Team
- d) Where appropriate, toilet-training programmes may be implemented in school in consultation with parents/ carers and the school nurse. Any recording and reward charts included in such programmes will be stored under a covering sheet in the bathroom area and destroyed once no longer required

## **7. Health & Safety**

- a) Staff will wear gloves when dealing with a child who is bleeding or soiled, or when changing a soiled nappy. Staff will wash their hands after attending to each child
- b) Any soiled waste should be placed in a polythene disposal bag, along with the gloves. This bag should then be sealed and placed in the grey bin (complete with a yellow liner) which is specifically designated for the disposal of such waste. The bin will be emptied on a weekly basis
- c) Changing benches will be disinfected after each use and toileting areas cleaned at least twice per week

## **8. Changing facilities**

- a) All children at Ormiston Meadows Academy, including those with Special Educational Needs, will be encouraged to use the school toilets where physically possible. However, children who have long-term continence and/ or mobility needs will require specially adapted facilities and three Special Needs bathroom areas are provided for this purpose
- b) Arrangements will be made when planning school visits to ensure that each child's intimate care needs are met. Trip leaders will liaise with SENCo to ensure suitable arrangements are in place