



The Park Federation Academy Trust

**James Elliman Academy
Intimate Care Policy**

Version History

Version	Date	Status and Purpose	Changes overview
2	Sep 2017	Amendment to existing policy	Additional paragraph clarifying when a second member of staff is required to supervise the nappy changing process.

Approval

Signed by Chair	
Date of approval	September 2018
Date of review	September 2020

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled.

Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

INTIMATE CARE POLICY

The Park Federation Academy Trust James Elliman Academy

Guidelines for support staff carrying out toileting procedures/nappy changing

These guidelines are based on a collaborative document between Health Service, Slough Learning and Cultural Services and in school advice from Rosemary Gambles, Advisory teacher for children with physical/medical difficulties.

All adults assisting with toileting must be employees of the school (volunteers must not assist with toileting needs). Where possible the adult must be familiar to the child and working in the child's classroom and preferably be the child's Key Person, TA, Teacher or Welfare Assistant.

The normal process of changing a nappy should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for nappy changing and enhanced DBS checks are carried out to ensure the safety of children with staff employed in EYFS/Primary settings. If there is known risk of false allegation by a child then a single practitioner should not undertake nappy changing.

Two adults must also be present where a child has specific needs and therefore may call for additional support.

A student on placement should not change a nappy unsupervised.

School managers are encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out on site.

The support staff must notify the class teacher when they are taking the pupil to the toilet.

It is important to maintain the child's self-image and social standing with the peer group through sensitive handling and discretion.

Training in Child Protection as well as blood borne viruses such as HIV and Hepatitis B and C must be part of the ongoing training for staff involved in these toileting procedures.

Toilet training procedures must be carried out in a designated area that provides enough privacy for the child. The working area must contain full hygiene facilities and be sufficiently spacious to enable the maximum possible personal space for the pupil and staff.

Before a child is admitted, a signed consent form must be obtained from the parent/carer giving permission for staff to change their child's nappy. (See Appendix 1.)

If a toilet-trained child accidentally wets or soils themselves the same guidelines/procedures are followed/apply. Parents will be informed at the end of the day and the child's clothes returned (if possible). If a child is deemed ill or is very distressed by the accident a phone call home after they have been changed may be necessary.

The school will need to purchase both powder free non sterile disposable vinyl gloves and plastic aprons as well as wipes, changing mats, antiseptic air fresheners and a nappy disposal bin.

Parents/Carers Responsibilities

To sign a form giving consent for the staff to change their child's nappy. (See Appendix 1).

To provide the school with nappies, cream, wipes and spare clothes in a container clearly labelled with their child's name.

Staff Responsibilities

Staff involved with nappy changing must adhere to the following guidelines:-

Hand washing facilities; liquid soap, nailbrush, running warm water and disposable hand towels must be readily available.

Disposable vinyl gloves and vinyl aprons must be worn.

Gloves and aprons must be disposed of after changing the pupil on every occasion.

The surface for changing must be impermeable. Changing mats must be clean and in a good state of repair with no breaks or tears in the waterproof covering. Changing mats must be covered with disposable paper towelling for each use and must be washed after each use with detergent and hot soapy water (or a wipe if no fluids have touched the paper towelling or mat).

If body fluids come into contact with the changing mat then disposable paper towels must first be used to absorb the spillage. Then make up a solution of bleach and clean the area with a disposable cloth. Please note bleach must never be applied directly to spillages of urine or vomit as the fumes produced are dangerous. The mat must then be washed with warm water and detergent before it is used again so there is no residue of bleach solution left. Changing mats must be kept dry between uses. If a child is too heavy or big for the wall mounted changing surface then the mat will be moved to the floor. The floor will be covered by a towel, then the mat and the disposable paper towelling.

Some children may need to be showered and this facility is available. The water must be tested first to ensure the temperature is comfortable by placing a hand or elbow under the water. Children must be asked if they mind the shower being used. It is on a hose which makes hosing the child from waist down possible. Wipes can be used at the same time. A towel must be used after to dry the child. The towel must be washed immediately in the washing machine at 90°C with soap powder.

A record of any nappy changes or accidents is completed in a book in Nursery/Reception, a copy of this slip is then also given to the parent. All staff must sign the record. See appendix 2.

Reception children may be changed in their toilets or the Nursery shower room depending on their needs.

The LA recommends bleach tablets/granules as they are a more stable and safer preparation than household bleach. Presept/Haz tab are recommended and can be obtained from:
Guest Medical, Edenbridge, Kent, TN8 6EW
01732 867466

The nappy and all disposable items must be placed in a plastic bag and tied securely. The sealed bag must be placed in the yellow bins provided in Nursery and Reception or Year 2 visitor toilets.

Soiled clothes must be removed as soon as possible and placed in a plastic bag which is then tied to secure contents and sent home with the child for washing.

Staff must wash and dry their hands after changing or handling nappies and continence aids.

Child Protection Guidelines for Support Staff Carrying Out Toileting Procedures with Physically Disabled Pupils

All adults assisting with toileting must be employees of the school.

The parents/carers written consent must be obtained (see appendix 3)

Whilst ensuring that privacy and dignity be maintained, wherever possible two adults must be present when toileting procedures are being carried out. If this is difficult, then the door must be left slightly ajar.

Staff must be made aware of any historical concerns that need to be carefully handled.

A careful record of the date/time and start/finishing time of toileting, plus any comments must be kept.

The support staff must notify the class teacher or other line manager when they are taking the pupil to the toilet.

If a situation occurs which causes the support staff embarrassment or concern a second member of staff must be called and the incident reported and recorded.

When the support staff is concerned about a pupil's actions or comments this must be recorded and discussed immediately with a line manager.

When the pupil is of an appropriate age, their permission must be sought before dressing/undressing them. If they are able to dress/undress themselves they must be allowed to do so.

All bruises and unexplained suspicious marks must be recorded and reported. Skin maps must be available and must be reported to the Designated Safeguarding Lead.

The designated Safeguarding Lead - Rebecca Pinkney

Deputy Safeguarding Leads - Saira Rasheed, Tajinder Dhaliwal, James Telling and Vanda Devshi.

The working area must be sufficiently spacious to enable the maximum possible working space for pupil and staff.

Child protection training must be an ongoing part of staff training. This is renewed every two years and a refresher is given annually.

Appendix 1

James Elliman Academy Parental agreement for staff to change a child's nappy

The staff will not change your child's nappy/pants unless you complete and sign this form.

Date:

Print Child's name:

Morning/Afternoon session:

I give consent for staff to change my child's nappy/pants and wash or shower my child as required. I agree to provide nappies, wipes, towel, cream and spare clothes in a bag clearly labelled with my child's name.

Print Parent/Carer's name:

Parent/Carer's Signature:

Relationship to child:

Appendix 3: Personal Care Agreement

Date:.....

To the parent/carer of:

Class:

Personal Care Agreement

I am writing to request your permission for an appropriate member of staff to support your child with their personal care and hygiene, for example using the toilet or changing nappies or soiled clothes.

All members of staff involved in personal care are fully checked according to all Governmental regulations.

Please complete the form below and return to your child’s class teacher.

Yours sincerely,



Mrs R Pinkney

Vice Principal for Inclusion and Safeguarding

✂.....✂

To: Mrs R Pinkney

Child’s Name:..... Class:.....

I/We give permission for an appropriate member of staff to assist my/our child with personal care and hygiene as necessary.

Signed:.....parent/guardian Date:.....