



Windmill Hill Community Academy

Intimate Care Policy

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: Approved	
Recommended	
Statutory	No
Version	V1.0
Adopted (v2.0)	Autumn 2016
Review (v2.0)	Autumn 2018
Advisory Committee	Local Governing Advisory Body
Linked Documents and Policies	Safeguarding SEND SEND Local Offer Access to school for Pupils with Medical Needs Guidance for safer working practice for those working with children and young people in education settings (Oct 2015)



1 Rationale

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (e.g. changing a ileostomy bag) to intimate personal areas. In most cases such care will involve cleaning for hygienic purposes as part of a staff member's duty of care. In the case of a specific procedure, only a person suitably trained as competent should undertake this.

Intimate care is a sensitive issue and will require staff to be respectful of the child's needs which is carried out with sensitivity and discretion, preserving the pupil's dignity at all times. There must always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to pupils wherever possible e.g. toileting programmes. Parents and pupils are consulted regarding the normal routines that are followed, and an Intimate Care Plan (example p6) agreed and signed by the parents and the school, which is reviewed annually or earlier if needed. It is acknowledged that pupils at Windmill Hill Academy, may require different levels of care according to their additional needs.

2. Child Protection

- The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.
- The school's child protection procedures will be adhered to.
- From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body.
- In the Academy, best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.
- If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc they will immediately report concerns to the Designated Person for Child Protection or the Head of School.
- In line with Child Protection Guidelines, any child who is distressed or unhappy about being cared for by a particular member of staff will have the matter looked into and the outcomes recorded. If a child makes an allegation against a member of staff, all necessary procedures will be followed

3 Aims

- To ensure the privacy and dignity of individuals is maintained at all times.
- To provide physical care to all pupils that complies with their wishes.
- To ensure all adults providing intimate care are aware of pupil's individual needs and routines.
- To ensure all adults providing intimate care are protected by the knowledge that the parents and or pupils views have been sought.
- To ensure that in an emergency, any available member of staff will carry out appropriate actions.

Guidelines

- A pupil's privacy and dignity must be maintained at all times.
- Intimate care should be undertaken with tact, sensitivity and in an unhurried manner, appropriate to individual needs.
- Two appropriately trained or knowledgeable carer should deliver the intimate care required.
- The carers should use an appropriate environment to deliver intimate care to meet the pupil's needs.
- Wherever possible pupils should be encouraged to perform their own intimate care, and given the necessary support and encouragement to enable them to do this.
- Any special requirements or concerns relating to intimate care should be identified, documented and closely followed by staff.
- Staff should use personal protective equipment e.g. gloves and aprons, to protect themselves for all personal care activities and any materials used should be disposed of in the appropriate waste bins.
- Informed consent for a member of Windmill Hill Academy staff to deliver intimate care to be obtained from the pupil and the parent/carer.
- The care to be delivered should be explained to the pupil in a manner appropriate to their age and level of understanding
- A member of Windmill Hill Academy staff should respond as soon as possible to meet the pupil's needs with regard to personal hygiene.
- Due regard must be paid to the pupils with HIV / AIDS & Hepatitis.
- The highest standards of hygiene should be maintained throughout the delivery of intimate care, and appropriate materials should be available and stored correctly in the toileting areas.
- The academy staff member should document any adverse or unusual reactions exhibited by the child during any intimate care procedures. These concerns should be reported to the class teacher as appropriate; the delivery of further intimate care should be re-assessed if necessary.
- Should the carer have cause for concern regarding child protection issues, the Child Protection Policy procedure must be followed.
- Discussion with the Occupational Therapist for appropriate toileting aids to ensure safety e.g. use of the changing bed in the disabled toilet and support for encouraging independence where necessary.
- All intimate care must be carried out with due regard to Health and Safety regulations to ensure that academy staff remain safe.

Physiotherapy

- Pupils may require physiotherapy whilst at school, and this should be carried out under guidance from a trained physiotherapist. If it is agreed in the care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.
- The physiotherapist should observe the member of staff applying the technique.
- Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.
- Any concerns about the regime or any failure of specialist equipment e.g. seating or wheelchairs should be reported to the physiotherapist

Medical Procedures

- Pupils who are disabled might require assistance with invasive or non-invasive medical procedures such as the administration of medication, managing catheters or colostomy. These procedures will be discussed with parents / carers, documented in the health care plan & will only be carried out by staff who have been trained to do so by the relevant professionals.
- It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.
- Any members of staff who administer first aid should be appropriately trained in accordance with LA guidance.
- If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity

Massage

- Massage is occasionally used with pupils who have special needs and / or medical needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation.
- It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands, feet and face in order to safeguard the interest of both adults and pupils.
- Any adult undertaking massage for pupils must demonstrate an appropriate level of competence.
- Care plans should include specific information for those supporting children with bespoke medical needs.

'Pull-ups' or changing soiled underwear

- Occasionally pupils start in Foundation still in pull-ups (nappies) or being incontinent due to with special needs.
- Meetings with parents at the start of their EYFS induction will be encouraged to have their child toilet trained before starting school.
- Parents with children who still have 'accidents' will be asked to ensure they have clean clothes and wipes in the bags each day.
- Soiled clothing will be returned to parents at the end of the day to launder.
- For children with special needs, information will be discussed with the SENCo / class teacher and parents / carers prior to starting school and an 'Intimate Care Plan' will be completed.
- Parents will be asked to sign the Intimate Care Plan following discussion and agreement with the class teacher. The form will specify that they are responsible for providing pull-ups, disposal sacks and wipes.
- The school will provide disposable gloves, aprons and a waste bin. Staff must wear an apron and gloves when dealing with a child and the changing area will be wiped down with a bacterial spray afterwards.
- The Intimate Care Plan will be reviewed annually or if their medical needs change.

This policy to be read in conjunction with the following linked document:

Guidance for safer working practice for those working with children and young people in education settings (Oct 2015)

<http://www.rrrecruitment.com/wp-content/uploads/2016/04/Guidance-for-Safer-Working-Practice-October-2015.pdf>

Summary

The Academy values each child as a unique individual. We will strive to meet the needs of all our children, and seek to ensure that we meet all statutory requirements related to dealing with their intimate care.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.

Arrangements for the Treatment of Complaints:

The Complaints procedure is included in the ADMAT Complaints Policy and this is reviewed annually by the Local Governing Body/Board of Directors.

Signed..... Head of School

Signed..... Chair LGAB

Windmill Hill Academy Intimate Care Plan



Pupil Name	
Date of plan	
Date of birth	
Assessor	
Relevant background information	
Class	
Consent given by parents	
Identified need – specific individual requirement e.g. stoma care needed	
Communication e.g. able to ask for help, notify staff that they need changing	
Self help skills e.g. able to remove own clothing	
Mobility e.g. are they able to climb onto the changing bed	
Fine motor skills e.g. can they open fastenings on trousers	
Moving & handling assessment completed if required	
Step by step guide to what needs to happen	•
Facilities e.g. changing bed, disabled toilet	
Equipment e.g. gloves, apron, changing bed	•
The disposal of articles of clothing as agreed with parents / carers	
Frequency of procedure required	
Review date	
Items to be provided by parents / carers e.g. pull-ups, wipes, spare clothing, colostomy bags and equipment	

Requisite signatories:

	Name/s	Signed
Teacher		
Parent/Carer: I / we have read, understood and agree to the plan		
Head of School		