

## **Simmondley Primary School**

### **Toileting, Sickness and Intimate Care Policy**

All children at **Simmondley Primary School** have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the **Simmondley Primary School**.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting, it also covers children having an accident in school and children who have been physically sick. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005: **Simmondley Primary School** will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

**Intimate Care Tasks** – cover any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Partnership with Parents/Carers** – Staff/ Child's keyworker at **Simmondley Primary School** work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out :

- What care is required
- Number of staff needed to carry out the task (if more than one person is required , reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following :-

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

**Best Practice** – When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve. All staff working must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

Where a child is sick or has an accident in school who doesn't have a care plan, a member of staff to get Intimate Care Kit Box (from the medical room), there is also a Clean Up kit in the medical room which can be used to sanitise the area, children can change into their PE kits if necessary. **There must be at least 2 members of staff with the child at all times if the pupil doesn't have an individual care plan.**

**In the case of sickness member of staff dealing with child to advise parents/carers that their child cannot return to school for 2 whole days. If clothing has been loaned member of staff to ask parents/carer to return items to school laundered, as soon as they can.**

#### **Intimate Care Kit Box**

School's kit to be used as required is stored in the Medical Room and consists of:

- 3 pairs of medical gloves to use with child
- Baby wipes (hypo allergenic)
- Cloths
- Nappy bags for the disposal of wipes/ separate nappy bag for soiled clothes
- Spare clothes

#### **Cleaning kit (for floors/toilet/furniture/ carpets etc):**

- Rubber gloves
- Spray disinfectant
- Cloths
- Nappy bags for soiled cloths
- Apron (plastic disposable)
- Carrier bags

**Safeguarding** – Staff are trained on the signs and symptom so child abuse which in line with Derbyshire Safeguarding Children's Board guidelines and are aware of the DFES booklet 'What to do if you think a child is being abused' and will follow the guidance given .

If a member of staff is concerned about any physical or emotional changes , such as marks, bruises, soreness, distress etc they will inform the Safeguarding Designated Lead Teacher (SDL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the SDL/ Headteacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the SDL/Headteacher will seek

advice from other agencies. If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by in nappy sacs and by double bagging. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons, available in Intimate Care Kit Box) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home – staff will not rinse it. Staff to keep bag with soiled clothes to one side, until it can be handed over to parents or carers when they collect their child. Clean up kit can be used to sanitise the school area involved e.g. carpets/toilets, this kit is also kept in the medical room. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Signed

Date 11.11.15