

Marlborough Primary Academy



Intimate Care Policy May 2021

Approved by:	LGB	Date: June 2017
Last reviewed on:	17.05.21	
Next review due by:	Summer 2023	

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. Staff training will be provided where it is deemed necessary/appropriate e.g. Administration of prick test for diabetics.

The issue of intimate care is a sensitive one and requires that all staff are respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. All staff should have 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 children/young people wherever possible.

We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required. Staff adapt their practice in relation to the needs of individual children.

We will work closely with parents with regards to meeting the child's needs sensitively and with respect. Intimate care needs are discussed with parents before the child starts nursery and are reviewed regularly. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Staff who provide intimate care are aware of best practice. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

The Protection of Children

Ref: Safeguarding & Child Protection Policy

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they must immediately report concerns to the designated person for child protection. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules may be altered until the issues are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Procedure to be followed at every change (unless alternative arrangements have been agreed and a separate care plan has been approved).

Nappies (pull ups where necessary)

- Before child is on the nappy changing equipment the adult must prepare their apron, gloves and any other equipment they need (wipes, bag nappy etc). This ensures the child is safe on this raised equipment.
- Once the nappy has been changed the dirty items are put into a nappy bag and tied.
- The adult will record the name of the child, date, time and what was changed (soiled, wet etc) and their initials. This is to be completed in the "Intimate Care" proforma which is kept in the blue file in the nappy changing/toilet area.
- The nappy changing mat is to be sprayed with steri-7 and wiped after every child. Apron and gloves are to be changed between every child.

Pants

- In the event of an accident, the adult is to encourage the child to be as independent as possible in self changing.
- If deemed appropriate (because the adult is having to help the child significantly) an apron can be worn.
- Gloves must always be worn when handling soiled/wet clothing.
- Encourage the child to wipe themselves clean to remove any urine. If wet wipes are needed these are to be placed in a nappy bag and thrown in the yellow bin (not flushed or thrown in the usual waste bin).
- This change is to be marked on the "Intimate Care" proforma which is kept in the blue file in the nappy changing/toilet area.
- Wet clothes are to be bagged and tied and then returned to the child's adult when possible.

Guidance re: aspects of intimate care

Introduction

The following advice/strategies are some suggestions as possible ways to actively promote inclusion and the welfare of children.

Children wearing nappies

All children are admitted to school, regardless of whether they are still wearing nappies. Child protection is not an issue as we follow the recommended procedures;

A record will be kept of when changing took place and who carried it out. If the child refuses to have the nappy changed the parent must be informed.

Nappies and wipes can be double bagged or put into nappy sacks and placed into nappy bins which are collected regularly by a named contractor.

Changing facilities

At all times the dignity and privacy of the child will be of paramount concern.

- An area, made private by the use of a screen, is acceptable
- Consideration must be taken into account for health and safety issues
- The area must not be situated in a thoroughfare
- A changing mat will be used on the floor when a child is to be changed. This is the recommended method of changing a child, as it avoids an adult having to lift a child and cause possible back injury. The changing unit will be used in 0-3 room.
- It may be appropriate to clean children up in the toilet area of the unit.

· Sensitivity to where a child is changed/cleaned and safety of the member of staff must be considered.

Equipment Provision

Parents are expected to provide nappies if their child is still wearing them. The parent should provide nappies, disposal bags, wipes and parents should be made aware of this responsibility. Marlborough Primary Academy are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Facilities for washing down a child are available in the nursery disabled toilet.

Health and Safety

- Staff should always wear an apron and gloves when dealing with a child who is bleeding, wet from urination or soiled or when changing a soiled nappy.
- Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a yellow bin (complete with a liner) which is specifically designated for the disposal of such waste. (stored outside behind a locked gate)
- Staff should be aware of the setting's Health and Safety policy

Special needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the organisation should be easily understood and recorded. Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) on an on-going basis.

Guidance to safeguard children and education staff with regard to situations which may lend themselves to allegations of abuse (Physical contact, first aid, showers/ changing clothes, out of school activities, and photography)