

Lord Scudamore Academy

Intimate Care Guidance

Dec 24 – Nov 25

Reviewer Sherry Morris Davies

Introduction

Lord Scudamore Academy is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of our school is to ensure that our learners are safe, secure and protected from harm.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

Principles

Lord Scudamore Academy respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

School Responsibilities

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where learners are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met.

Parents of children who are not yet toilet trained will be asked to sign a home/school agreement regarding nappy/soiled clothing changing.

Some children may have occasional accidents and need to be changed. Where possible children will be encouraged to change themselves e.g. if only wet underwear need to be changed etc. Parents of all children will be asked to sign a home/school agreement regarding changing of clothing.

All members of staff who are involved in changing children will adhere to Safeguarding procedures.

When the child has a nappy/soiled clothing that requires changing it may be appropriate to change the child standing up, particularly for older children. Standing up also helps to protect their dignity and gives them more control. To change a child standing up:

Staff procedures to follow

- Take the child discreetly to the changing area.
- Always inform another member of staff that you are changing a child, who will then ensure that they are nearby.
- Always wear gloves for any bodily fluids or faeces.
- Whenever possible the child removes nappy and/or soiled clothing and place in a plastic bag.
- Encourage the child to clean their own bottom with the supplied appropriate wipes. Support will be provided if necessary.
- Remove the gloves now, before you touch a clean nappy or touch the child's clothes.
- Remove gloves by peeling back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in the bag, which should be double bagged before being placed in an

appropriate bin, e.g. a nappy bin with a secure lid or a clinical waste bin.

- Encourage the child to put the clean nappy or underwear on. Support will be provided if necessary. Gloves will need to be worn.
- Encourage the child to dress themselves. Support will be provided if necessary.
- Get the child to wash their hands and wash your own hands.
- Complete a record of the time of change and those present.
- Staff should report any marks or injuries that they are concerned about to the Designated Person.

If a child needs more support to be changed and needs to be placed on to a changing mat:

- Take the child discreetly to the changing area.
- Always inform another member of staff that you are changing a child, who will then ensure they are nearby.
- Always wear gloves for any bodily fluids or faeces.
- Ask child to lie on the change mat.
- Whenever possible the child is to remove nappy and any soiled clothes and place in a plastic bag.
- Child cleans their own bottom with the supplied and appropriate wipes.
- Remove the gloves now, before you touch a clean nappy or touch the child's clothes.
- Remove gloves by peeling back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in a bag which should be double bagged before being placed in an appropriate bin.
- Encourage the child to put on the clean nappy/underwear or put the nappy on for the child.
- Encourage the child to dress themselves, providing support where necessary. Gloves will be needed.
- Get the child to wash their hands.
- Complete a record of the time of change and those present.

- Clean the change mat, paying particular attention to any folds in the mat. At the completion of each nappy change, ensure any cleansing material is also double bagged.
- Wash your hands.
- Staff should report any marks or injuries that they are concerned about to the Designated Person.

Home/School agreement for changing/toilet training

Parents / Carers

I / We the parent(s) / Carer(s) of _____in

Class _____

Give permission for my / our child to be supported whilst changing / being changed by a member of staff at Lord Scudamore Academy if they become soiled or wet.

I / We agree:

My child will arrive in a clean nappy/underwear or I will change it on arrival.

I / We will provide all nappies, nappy sacks and wipes to be used.

I/ We will provide changes of clothes, wipes and plastic bags for soiled clothing.

I / We will report any changes in my child's medication, routine or skin care.

I / We will inform school if my child has any marks or a rash.

I / We will work with staff to help my child to become toilet trained by continuing toileting routines at home.

Signed _____ Date _____

Print name_____