

# Forest Hall Primary School



## Intimate Care Policy

Version	Date	Review
1.0	February 2010	January 2013
2.0	March 2016	March 2019
3.0	October 2022	October 2025



# Forest Hall Primary School

## INTIMATE CARE POLICY

### Rationale

Since the introduction of the Disability Discrimination Act (DDA) 2001, children with medical needs have the same rights of admission to a school or setting as other children and are protected from discrimination under the Act.

The Disability Discrimination Act (DDA) defines a person as having a disability if they have a physical, sensory or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Anyone therefore, with a named condition that affects aspects of their continence development must not be discriminated against.

Forest Hall Primary School will take 'any reasonable steps' and make 'reasonable adjustments' to include pupils with a range of disabilities at different levels of school life including those experiencing continence difficulties as an aspect of any named condition or as a result of a delay in continence development.

The Headteacher or her representative will foster close cooperation between school, parents, health professionals and other agencies in order to provide a suitably supportive environment for pupils experiencing continence control issues.

It is also accepted that children of nursery age may be experiencing delayed continence control which should not prevent them from attending nursery.

At Forest Hall Primary School, we are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times and that children are treated with sensitivity and respect.

### Intimate care

This is defined as any care which involves washing or carrying out a procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or contact with intimate personal areas.

Examples include support with:

- changing nappies and pull-ups
- helping someone use the toilet or wiping intimate parts of the body
- cleaning a pupil who has soiled him/herself or vomited.
- dressing and undressing (including underwear)

It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, art and craft activities, slips trips and falls.

Children may be unable to meet their own care needs for a variety of reasons and will require regular support.

It is generally expected that most children will be toilet trained and out of nappies before they begin at our nursery or reception classes. We recognise that children will join school, having

reached differing levels of independence and development in toileting and self-care. It is inevitable that from time to time, some children will have toileting accidents and need adult help.

Children with physical or medical special educational needs may need regular support in personal and intimate care and this will be written into their care plan.

Children in nursery and reception have access to the toilet whenever needed and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and also to wash their hands.

As children progress through school they are encouraged to use the toilet during break times when possible rather than during lesson times.

## **Giving intimate care**

Some children will have physical / medical needs and/or disabilities and may require regular assistance with intimate care. School will work with parents/carers and outside agencies before the child starts school in drawing up a care plan. This will set out the individual needs and staff involved. If age appropriate, the child will be consulted as to which staff members they would feel comfortable with. If the child is supported 1:1 it is likely that their TA will be responsible for intimate care and the presence of another adult will not be needed. This will be written into the care plan.

Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

The views and dignity of the child will always be respected when carrying out intimate care procedures.

Staff will use the nearest suitable private space to change a child ie the nursery/reception toilets or disabled toilet in the PE corridor for older children. If a child soils him/herself during school time, a member of staff (teacher, TA, midday supervisor, within sight of another staff member), will help the child:

- Remove their soiled clothes
- Clean the affected area – older children will be given wipes
- Dress in their own spare clothing or those provided by the school
- Wrap soiled clothing in plastic bags and give to parents to take home

At all times the member of staff pays attention to the comfort and well-being of the child. If the child is ill the parent/carer will be contacted by phone. In the event a child is reluctant to remove clothing and refuses to co-operate with staff, the parent/carer will be contacted immediately. School's intention is that a child will never be left in wet or soiled clothing, but as soon as staff are aware of the situation, the child will be changed.

## **Dealing with body fluid spillages**

All body fluid spillages (urine and vomit) should be regarded as potentially infectious and should be cleaned up immediately using bio jel powder from the cleaners' cupboard and disinfectant not bleach.

## **Use of personal protective equipment**

Under Health and Safety legislation, employers are required to ensure the adequate provision of the correct protective clothing for staff. Basic protective clothing is required when dealing with any procedure that may involve contact with blood or body fluids.

Single-use disposable plastic aprons and gloves should be worn for tasks where there is a risk of splashing blood or body fluids onto clothing. (Available from the office.)

Disposable gloves and aprons must be double bagged and disposed of after each task.

## **Precautions**

- Before contact with blood or body fluids, any skin lesions, particularly cuts and abrasions, should be covered with a waterproof dressing and wear disposable gloves.
- Splashes of blood or body fluid onto the skin should be washed off immediately with soap and water.

## **Cleaning procedure**

- Wear disposable gloves and apron and ensure adequate ventilation (open a door or window).
- Never use mops to clear up body fluid spills that may be contaminated with blood.
- Absorb spillage with bio jel ONLY if on hard surface or disposable paper towels.
- Clean the area thoroughly with warm water and detergent using a disposable cloth.
- Place paper towels, disposable cloths, gloves and apron waste into a **bin liner/double bagged for normal refuse collection**. Securely seal the bag by tying the neck in a knot.
- Hands must be washed thoroughly after removing gloves.
- **The waste should be double bagged and securely sealed prior to sending it for normal waste disposal.**
- Where carpets and soft furnishings are present, steam cleaning is recommended promptly following spills.

## **Spillage Kit**

All the items needed for cleaning spillages of blood or body fluids are kept together in a designated and secure place to which all staff have access. (Cleaners' cupboard)

The contents of a spillage kit to include:

- Disposable plastic aprons
- Disposable gloves
- Plastic waste bags/bin liner
- Detergent
- Baby wipes
- Anti-bacterial wipes
- Disposable paper towels
- Plastic bucket/bowl

## **Dealing with contaminated clothing**

Clothing of either the pupil or support staff may become contaminated with vomit/faeces/blood. In such instances the clothing should be placed in a plastic bag for washing at home.

## **Roles and responsibilities**

## **Parents and Carers**

- Parents/carers of children about in our nursery and reception classes will sign a consent form giving staff permission for intimate care. (Appendix 1).
- Parents/carers of children joining school in reception or above are expected to sign a general consent form for intimate care (Appendix 2).

*The permission slips are kept on record. All staff are informed of the children where no permission is given.*

## **Parents/carers of children with medical needs**

- Parents/carers will provide the headteacher with sufficient information about their child's condition, and any treatment or special care needed at school.
- Parents/carers, jointly with the headteacher, will agree on the school's role in helping with their child's intimate care needs.
- The headteacher will seek parents/carers' agreement before passing on information about their child's difficulties to relevant school staff.
- Parents/carers' cultural and religious beliefs will always be respected.
- Parents/carers will agree and sign an intimate care consent form.

## **Headteacher**

- The headteacher will provide access to appropriate advice, guidance and training for staff who have consented to support pupils with intimate care.
- The headteacher will ensure that written protocols have been drawn up, and agreed with parents/carers, health professionals, support staff and children (where appropriate). Moving and handling considerations will be included in the protocols if relevant.

## **Teachers and support staff**

- All school staff are DBS checked at enhanced level and may change a child in the presence of or vicinity of another staff member.
- Staff will log when intimate care was required.
- Parents/carers must be informed of any such recorded information.
- ***Trainees on placement are not to change children.***

## **Governors**

- recognise their duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.
- delegate authority and responsibility to the headteacher to ensure all school staff and stakeholders are aware of and comply with this policy
- have responsibility for ensuring that the school complies with all equalities legislation
- have responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for ensuring all policies are made available to parents

## **Health Professionals**

- Appropriate health professionals should provide schools with relevant information, advice, guidance and training in supporting pupils with toileting difficulties.



## Appendix 1

# Forest Hall Primary School

## Changing Consent Form

### Children in Nursery Oak and Reception Elm

I give my consent for school staff to change my child's nappy/ pull up or clothing in accordance with the Intimate Care Policy.

Child's name: .....

Child's class: Nursery Oak or Reception Elm

### Parental responsibility

#### *Children wearing nappies at school*

- I will provide pull-ups and wipes in a clearly named bag for my child.
- I will make sure that my child will be put into a dry nappy just before being brought to school

#### *All children*

- I will provide a change of clothes for my child including socks and underwear plus a plastic bag for wet/soiled clothes.
- I agree to the school procedures to be followed when my child is changed at school

### School responsibility

- To change a child wearing a nappy / pull up if they have soiled themselves or become uncomfortably wet
- To change or clean a child who has wet / soiled themselves whilst in the care of Forest Hall Primary School
- To change a child whose clothing has become wet due to activities ie painting/water play

Name of parent/carer		Date
Signature of parent/carer		/ /
Name of school representative		Date
Signature of school representative		/ /



## Appendix 2

# Forest Hall Primary School

### General consent form for intimate care

Dear Parent/Carer

If a child has a toileting accident or their clothing becomes unwearable for whatever reason, it is important for their self-esteem and well-being to change them into clean and dry clothing as quickly as possible. Our staff are all DBS checked at enhanced level and experienced in changing children but should you wish, school can contact you or your emergency contact to come to school immediately to change your child.

School keeps a small supply of clean socks, underwear and uniform to change children into. Please wash and return the clothing to school as soon as possible. Alternatively you may wish to send your child to school with spare clothing in their bag.

Forest Hall Primary School has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please complete the consent form below stating your preference and return the form to school.

Yours sincerely,

CM Parker  
Headteacher

### Consent Form for Intimate Care

Name of child: ..... Class: .....

#### Please tick as appropriate

I give consent for my child to be changed and cleaned as needed when in the care of Forest Hall Primary School.

I do not give consent for my child to be changed and cleaned.

If you do not give consent, school will contact you or your emergency contact and you will arrange for you or your representative to come to school to change your child.

I understand that if I or my emergency contact cannot be reached, school will act appropriately to aid my child.

Signed: .....  
Please print .....

Date:



# Forest Hall Primary School

# CHANGING LOG