

# **St Mary's Catholic Primary School**



## **Personal Care Policy (including Early Years)**



## Personal Care Policy

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This policy represents the agreed principles for personal care throughout the school. This policy has been agreed by staff and governors within the school.

### **1. Introduction**

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children.
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one.
- To safeguard adults required to operate in sensitive situations.
- To raise awareness and provide a clear procedure for personal care.
- To inform parents/carers in how personal care is administered.
- To ensure parents/carers are consulted in the personal care of their children.

### **2. Principles**

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, personal care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem. Children should be encouraged to manage as much of their personal care themselves as they are able to. Parents and staff should be aware that matters concerning personal care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

The named person with responsibility for implementing this policy is Louise Yorke (Headteacher) supported by the Deputy Headteacher, Laura Noone.

### **3. Definition**

Personal care is one of the following:

- Supporting a pupil with dressing/undressing
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

### **4. Legislation and Statutory guidance**

This policy complies with the Department for Education (DfE) statutory safeguarding guidance:

- [Keeping Children Safe in Education](#)
- [Early Years Foundation Stage \(EYFS\) statutory framework](#)

**This policy will be implemented in conjunction with the school's:**

- Health and safety policy
- First Aid policy
- Safeguarding and Child protection policy
- Staff code of conduct
- Whistleblowing policy
- Medicines policy

### **5. Health and Safety**

The school Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

- Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy or soiled clothing.
- Soiled nappies will be securely wrapped and disposed of appropriately in line with the health and safety policy.
- The changing area or toilet will be left clean.
- Hot water and soap are available to wash hands and paper towels are available to dry hands.

### **6. Staff and facilities**

Staff members who provide intimate care are trained to do so, and are fully aware of best practice.

Before going to perform intimate care on a child, the member of staff allocated to that child will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adapted toilet seat or commode seat
- Disposable gloves/aprons
- Tissue rolls (for changing mat/cleansing)
- Changing table
- Supply of hot water
- Soap
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat

Mobile pupils will be changed while standing up.

Staff will be supported to adapt their practice in relation to the needs of individual pupils, taking into account developmental changes such as the onset of puberty or menstruation. They will also be encouraged to seek further advice as needed.

## **7. Supporting dressing/undressing**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided. Staff will talk a child through what they need to do e.g. the order clothes go on.

## **8. School responsibilities**

- Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- In liaison with the pupil and parents/carers, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.
- Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.
- The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- It is best practice from a health and safety and safeguarding perspective to have 2 members of staff present. This is the policy at St Mary's Catholic Primary School.
- Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents/carers, with wet clothing being hygienically bagged and returned to parents/carers at the end of the day.
- Members of staff will react to accidents in a calm and sympathetic manner.
- Accurate records of times, staff, and any other details of incidents of intimate care will be kept via our school medical tracker system.
- Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and will be changed by a designated member of staff.
- A minimum number of changes will be agreed.
- Where possible, only same-sex intimate care will be carried out.
- Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

### **9. Role of parents/carers**

- Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- Parents/carers will provide spare nappies, wet wipes and a change of clothing in case of accidents.
- A copy of this policy will be read and signed by parents/carers to ensure that they understand the policies and procedures surrounding intimate care.
- Parents/carers will inform the school should their child have any marks/rashes.
- Parents/carers will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

### **10. Seeking Parental Permission**

- For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.
- For children whose needs are more complex or who need particular support outside of what's covered in the consent form (if used), an intimate care plan will be created in discussion with parents/carers.
- Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

### **11. Creating an intimate care plan**

- Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.
- The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.
- Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.
- The plan will be reviewed twice a year, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

Please see appendix 1 for a template plan.

### **12. Soiling**

- Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on

their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

- If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted, the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

### **13. Safeguarding**

- Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.
- Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.
- Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.
- Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care.
- If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the DSLs immediately.

### **14. Medical procedures (See Policy on Medicines)**

If it is necessary for a child to receive medicine during the school day, parents must fill out a permission form from the school office and discuss their child's needs with a member of the office staff before the school agrees to administer medicines or medical care.

Prescribed epipens/autoinjector pens will be stored in the class medical/first aid bag. These are labelled alongside the child's allergy plan. Spare epipens/autoinjector pens are stored in the school office.

Inhalers are stored in the classroom. Each one is in a labelled first aid bag with a form signed by the child's parent or carer, indicating the dosage. If an inhaler is administered, a note is made in the child's inhaler record and the parent informed. All First Aid equipment and inhalers are on the shelf marked with a First Aid sign. A list of all those children requiring an inhaler is pinned up on the classroom notice board.

### **15. Offsite visits**

- Before offsite visits, including residential trips, the pupil's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.
- Staff will apply all the procedures described in this policy during residential and off-site visits.
- Consent from a parent/carer will be obtained and recorded prior to any offsite visit.

### **Policy review**

- This policy is reviewed every year by the headteacher and school governors.
- The scheduled review date for this policy is September 2027.

### **EYFS Team who may be supporting with intimate care:**

Mrs Richards (EYFS Lead)

Mrs Russell

Miss Harris

Mrs Pitt

Mrs Warburton-Zarandi

## Personal Care Plan

| PARENTS/CARERS                                                                                                     |  |
|--------------------------------------------------------------------------------------------------------------------|--|
| Name of child                                                                                                      |  |
| Type of intimate care needed                                                                                       |  |
| How often care will be given                                                                                       |  |
| What training staff will be given                                                                                  |  |
| Where care will take place                                                                                         |  |
| What resources and equipment will be used, and who will provide them                                               |  |
| How procedures will differ if taking place on a trip or outing                                                     |  |
| Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan |  |
|                                                                                                                    |  |
| Name of parent or carer                                                                                            |  |
| Relationship to child                                                                                              |  |
| Signature of parent or carer                                                                                       |  |
| Date                                                                                                               |  |

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:



## Personal Care

### Parent/carers consent form

| PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Name of child                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| Date of birth                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| Name of parent/carers                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |
| I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> |
| I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| <p><b>I do not</b> give consent for my child to be washed and changed in case of a toileting accident.</p> <p>Instead, the school will contact me or my emergency contact(s) and I/they will organise for my child to be washed and changed.</p> <p>I understand that if the school cannot reach me or my emergency contact(s), staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.</p> | <input type="checkbox"/> |
| Parent/carers signature                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |
| Name of parent/carers                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |
| Relationship to child                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |