



## Personal Care Policy (Foundation Stage)

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

### **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.

### **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.

### **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

### **Supporting dressing/undressing**

Sometimes it will often be necessary for staff to aid a child in getting dressed or undressed particularly during the Autumn term. 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.

**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. Any antibiotics or liquid medicines are stored in the office fridge and administered by office staff.

Inhalers and Eppipens are stored in the Numeracy Reception Classroom. Each one is in a labeled container 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 class asthma 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 Reception Classroom notice board.

**Soiling**

Intimate care for soiling should only be given to a child after the parents have given permission for staff (always at least two members of 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 isolated 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/carers 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.

**Reception Team:** Miss Cook (Head of Early Years); Mrs Russell; Mrs Woulfe; Miss Lawlor;  
Mrs Pitt