

Intimate Care policy

This information and procedure applies to all pupils in the Pre-School, Infant and Junior School, including the EYFS.

Sheffield Girls' Infant and Junior School is 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, embarrassment or pain. The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Definition of Intimate Care

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Intimate care may involve changing nappies, touching or carrying out an invasive procedure that most children can carry out for themselves, but with which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Intimate care may also involve help with drinking, eating, dressing, menstrual care, supervision of a child involved in intimate self-care and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of an insulin injection, epipen or rectal medication. In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent will undertake the procedure. Any additional training will be provided by the school.

Aims

The aims of this document and associated guidance are;

- To provide reassurance to staff and parent/s
- To safeguard the dignity, rights and well-being of children
- To assure parents/carers that staff are knowledgeable about intimate care and that their child's individual needs and concerns are taken into account

During the administration of Intimate Care it is essential that the following points are given the highest priority:

- Every child has the right to feel safe and secure
- Every child has the right to be treated as an individual
- Every child has the right to remain healthy
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs
- Every child has the right to information and support that will enable him or her to make informed and appropriate choices
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
- Every child (and parent) has the right to information and procedures for any complaint or queries he or she may have regarding intimate care

The two situations detailed below are those that arise most frequently within our schools and all staff are aware of how to proceed:

The following procedures will take place when a child has had any form of first aid injury in an intimate area:

- The child will be accompanied to the toilets
- The child will be assessed by a first aid trained member of staff
- If the injury is in a place where clothing needs to be removed they are encouraged to remove their own clothing and examine the injury themselves having been provided with the correct equipment e.g. wipe, paper towel etc.
- Once treatment has been agreed the child will be encouraged (if able to do so) to administer solution for themselves e.g. apply plaster, hold cold compress etc
- If required 2 members of staff will examine and assess the injury and administer first aid as required
- Parents/carers may be contacted depending on severity of injury
- Any actions taken as described above are recorded in the medical book

The following procedures will take place when a child has had any form of toileting accident at Sheffield Girls' Infant and Junior School, including Snowdrops.

- The child will be taken to the toilets, situated within the relevant building.
- All staff should wear sterilised rubber latex gloves.
- The child will be given support by two members of staff to help clean themselves. This may include providing:
 - Wet wipes or tissues
 - Paper towels
 - Medical gloves
 - Clinical waste bags
- The members of staff will provide clean clothing for the child to change into. Dirty or wet clothes will be placed into a plastic bag for the child to take home.
- The members of staff who have dealt with the situation may contact parents/carers in some cases. We would expect the parent/carer to collect the child in cases when a child has soiled themselves. This may not be necessary when children have urinated themselves.
- Children who have suffered any form of sickness or diarrhoea illness should not attend school for at least 48 hours after the last bout of sickness/diarrhoea.
- All serious incidents will be recorded and logged in the school office.
- There may be times when a child suffers from a disability or medical condition which results in regular toileting accidents. In these cases named members of staff will be responsible for providing support to the child.

Any individual child requiring regular assistance with intimate care due to an additional need will have an Individual Care Plan that is regularly reviewed by school staff and parents/carers.

Responsibility: C Hald	Updated: September 2017	Review: September 2018
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