

Garton on the Wolds CE VC Primary School
Intimate Care Policy for Garton on the Wolds CE (VC) School

"Intimate care is care which involves contact with parts of the body that we usually consider to be private." Barnardo's Carers' Handbook.

The term 'intimate care procedures' includes toileting and cleansing routines, catheterisation and colostomy care.

1. In order to ensure that the intimate care is provided with dignity and respect, Garton on the Wolds Primary School will plan carefully liaising with the pupil and family.
2. When drawing up the Intimate Care Plan, the views of the pupil, parents/carers and staff will be taken into account by Garton on the Wolds Primary School.
3. Staff carrying out the Intimate Care Plan procedure should have the role specified by our school.
4. Staff working with pupils requiring intimate care procedures will have enhanced DBS disclosures, access to training in Child Protection procedures and Moving and Handling.
5. In order to ensure the best possible care for pupils who need personal or invasive procedures, our school will work with parents/carers and other professionals.
6. Appropriate equipment necessary for the Intimate Care Procedure will be identified and resourced by the LA/School/Health Agencies.
7. It is expected that sufficient personal articles eg nappies/pads will be provided by the parents/carers.
8. The Intimate Care Plan should be reviewed regularly depending upon the development of the pupil or if there have been any changes in therapeutic or medical needs. It will be reviewed at least annually.
9. Consideration will be given to the pupil's intimate care needs when planning a school trip or a residential. The school will identify the pupil's needs and requirement and the facilities available. It will also consider what equipment/resources will need to be transferred or transported.
10. Intimate care should be implemented so that:
 - the dignity and independence of the child or young person is preserved;
 - the risk of ridicule or bullying from peers or staff is avoided;
 - the continence treatment or management plan be implemented as agreed in **the** assessment;
 - good pathways of communication from child or young person to the school-based carer, the multi-disciplinary team and the parent or carer are established;
 - adequately trained school-based care staff are available.

11. TAF/CWAN Meetings

Discussion may take place at a Team Around the Family (TAF) meeting where professionals from different agencies and parents meet to discuss the needs of the child. Similarly, meetings are held for children with additional needs (CWAN) which is a broad term used to describe children at risk of poor outcomes as defined in the document 'Every Child Matters'. The professionals may include educational and health staff. The meetings provide an opportunity for everyone to discuss the needs of the child.

12. Moving and Handling

Some pupils are ambulant and able to transfer themselves onto a changing plinth but some will require assistance from support staff. Various equipment, for example, hoists, transfer slides or grab

bars may be used under the direction of the adult/s. It is advised that staff involved with 'Moving and Handling' procedures should receive generic training from, for example, IPASS www.ipass@hullcc.gov.uk and have their skills updated at least every three years. Fee paying courses are offered throughout the academic school year.

- Pupil specific information should be obtained from the professionals involved with the pupil e.g. physiotherapist, occupational therapist.
- Detailed information of the moving and handling procedures should be recorded and regularly reviewed.
- The setting/school should identify the alternative staffing arrangements if the regular named member of staff is absent.

13. Staffing

Staff carrying out intimate care procedures will require advice, guidance, support and management to reflect the sensitivity required by the appropriate professional eg paediatrician, specialist nurse, physiotherapist etc. Staff should not attempt to carry out a procedure for which they have not been trained and/or advised. It is the responsibility of the school to ensure that a sufficient number of staff have been trained to cover the daily procedures and for unexpected staff absences.

It is acceptable for one person to carry out toileting procedures unless it has been recommended by professionals that the pupil requires two adults to assist with, for example, transfers. Some settings/schools may adopt a policy recommending two adults to be present in order to minimise the potential for allegations of abuse etc.

14. Staff should:

- have enhanced DBS (ex CRB) clearance
- have training in child protection and health and safety
- undergo 'Moving and Handling' training, if appropriate
- have knowledge of the pupil's condition to help enhance understanding of the pupil's needs
- report any problems to the SENCO.

Staff must:

- be willing to carry out the intimate care procedures
- have the role included in their job description
- receive formal training in intimate care procedures (if appropriate) and be assessed by a named professional
- be willing to carry out the intimate care procedures.
- have the role included in their job description.

15. Working with the pupil

- Every pupil should be treated with dignity and respect.
- The pupil's right to privacy should be ensured, taking into consideration their age and the situation.
- The pupil should be involved, wherever possible, in their own intimate care routines: explain what you are doing and ask for their compliance.
- Staff should be responsive to a pupil's reactions. If the pupil appears to be distressed or uncomfortable, stop and another approach should be tried.
- Make sure that practice in intimate care is as consistent as possible. Agree approaches with other care staff and document agreed procedures in the ICP (Intimate Care Plan).
- Never attempt to carry out a procedure for which you have not been trained. It is the school's responsibility to ensure that sufficient numbers of staff have been trained to cover for unexpected staff absences.
- If you have any concerns about your duties or the pupil's reaction to your work, report it - the SENCO will advise on how to proceed.
- Encourage pupils to have a positive image of their own body - never show distaste at any of the intimate care procedures that have to be carried out for the pupil.

16. Intimate Care Facilities

Physical management room will be the disabled toilet in the Foundation Stage mobile classroom. A physical management room is not for the sole usage of one pupil as equipment should be cleaned after usage and waste disposed of appropriately. Physical management rooms may have some of the following in situ:

- manual hoists or ceiling tracking hoists which enable a pupil to be transferred from one area to another without an adult lifting the pupil
- access slings for transfers which vary in size according to the size of the pupil
- transfer boards – straight or curved which enable the pupil to ‘slide’ across the board instead of using a hoist
- handling belt which the pupil wears and the adult holds onto during the transfer
- changing bed/plinth which is used when a pupil needs to lie down during any procedure
- changing mat which is generally used for young children
- commodes which are used for pupils who find a toilet unsuitable
- toilet and in some instances a Closimat toilet which cleans and dries the pupil
- toilet frames which are positioned around the toilet and enable the pupil to stand and lower themselves onto the toilet
- toilet seat reducers which are used when the toilet seat is too large or the pupil has poor postural security or suffers from anxiety
- footblock/s which support the pupil’s feet when s/he is sitting on the toilet so s/he has better balance and security. They are sometimes used to help the pupil get on/off the toilet.
- fixed grab bars which can be fixed onto one or two side walls so the pupil is able to hold onto them when getting on/off the toilet. Drop down grab bars are fixed on the back wall and can be lowered/raised as required.
- washbasin with lever taps so the pupil is able to turn them on/off easily
- hand dryer positioned so the pupil is able to operate it independently, if possible
- shower areas in physical management rooms to enable a pupil to be showered with privacy
- shower seats which are used for pupils who are unable to stand when being showered.

The setting/school should ensure that sufficient disposable resources are available to hand, for example:

- disposable aprons
- latex powder free gloves
- bedding roll
- wipes for the changing mat/changing plinth.

Parents/carers may provide:

- nappies/changing pads
- body wipes
- sanitary towels.

It is recommended that:

- waste e.g. nappies, sanitary towels are placed in double black bin liners or in a bag supplied by a disposal company
- surfaces are wiped down thoroughly between each procedure
- hands are washed thoroughly
- equipment is left in a clean condition.

Garton on the Wolds CE VC Primary School Intimate Care Plan

Name of pupil	
Date of birth	
Address	
Name of parent/carers/guardian	Name of staff
Contact number	
Date written	Review date
Pupil's condition	
Where the intimate care procedure will take place.	
How the pupil will travel there eg walk, wheelchair – self propel/adult oversight.	
What equipment is required and where located.	
Description of transfer method.	
Adjustment of clothing.	
Method of cleansing including washing hands.	
Appropriate language eg names for body parts and functions.	
Number of staff ie one or two.	
Pupil participation ie what can they do.	
Disposal	
Next target towards independence.	
Signature of parent/carers/guardian	Signature/s of staff involved with procedure/s

My toilet routine



1. Use the toilet



2: Use the toilet roll



3: Flush the toilet



WASH HANDS

4: Wash your hands

TOILETING CHART

Pupils Name.....

Date commenced.....

[illegible]

Samples of Completed Charts

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00	N – wet	N – wet	N – wet	N – wet	N - wet
10.30	N – dry	N – dry	N – dry	N – dry	N - dry
12.00	N – wet	N – wet	N – wet	N – wet	N - wet
14.30	N – wet	N – wet	N – wet	N – wet	N - wet
N=Nappy					

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00	T – u	T – u	T – u	T – u	T - u
10.30	T – bo	T - nothing	T – bo	T -nothing	T-bo
12.00	T – u	T – u	T –nothing	T – u	T -nothing
14.30	T – u	T – u	T – u	T –nothing	T - u
T = toilet U = urinate Bo = bowels opened					

See if there is a pattern being established. Are the times for visiting the toilet suitable, or do they need to be changed? Encourage the parents/carers to be involved with the programme / procedure and discuss with them.

Glossary

Drop down changing bed

Some pupils are changed using a drop down changing bed, as illustrated. It is fitted onto a wall and lowered when required. If space is limited, it may be fitted above the toilet.



Changing plinth

Older or heavier pupils may require a rise and fall changing plinth with/out cot sides or an adjustable head section.



Toilet reducer

If the pupil feels unsafe or unstable sitting on the toilet seat then a toilet reducer could make all the difference. On the market are ones with handles or soft, padded seats. Not all toilet reducers fit all toilets.



Enuresis

involuntary passing of urine

Incontinence

inability to control natural function