

# The Meadows School



## Personal and Intimate Care Policy

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### Amendment Register

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## **1. Rationale**

This policy has been adopted and written in relation to the Induction policy at the Meadows School and should be read in conjunction with the LAs Policies and Procedures and any DFe Policy, Statements and Guidelines.

## **2. Introduction**

While many students at The Meadows School can manage their own personal and intimate care needs, there are some students who will require help either routinely or occasionally. At The Meadows School we want students to communicate their wishes, and opinions, and to give them opportunities to achieve their potential and to support them to ensure they grow into happy and confident individuals who can be as independent as possible. More importantly we ensure that student safety and mutual respect is at the core of all aspects of school life. Through daily routines, school staff take every opportunity to develop independence, promote learning and communicate appropriately to ensure students become knowledgeable citizens. This is also underpinned by the Education Health Care Plans, our British values and SMSC.

## **3. Definition of Personal and Intimate Care**

Personal and intimate care is any care which most young people carry out for themselves, but which some are unable to do due to physical disability, special educational need associated with learning difficulty, medical needs or needs arising from the young person's stage of development.

Students may need help with drinking, eating, dressing, hair care, washing, showering, skin care, changing sanitary wear, toileting, positioning and therapeutic interventions. It may also require the administration of rescue medications and some first aid.

## **4. Aims of Policy**

To provide every student with dignity, privacy, respect and a professional approach from all staff in meeting their needs.

To safeguard the rights, protection and well-being of students.

To encourage students to become as independent as possible.

To reassure parents/carers that appropriate provision will be made for the individual needs of their young person.

To make intimate care as positive an experience as possible for both students and staff.

To provide guidance to staff when supervising or assisting students with toileting, personal hygiene or intimate care procedures.

To provide staff with protection, against accusations of misconduct, through a common understanding and agreed procedure.

## **5. Setting the climate for Personal and Intimate Care**

At The Meadows School we recognise the principles of a 'person-centred' approach and will:

Take young people's wishes into account, as far as is possible, in meeting their needs.

Acknowledge the vulnerability of young people with physical, learning, sensory, emotional and behavioural difficulties.

Respect the rights of students together with their need for support and assistance.

Respect and ensure privacy, appropriate to the young person's age and situation.

Allow the students to develop their ability to assist/care for themselves as far as possible.

Encourage the students to have a positive image of their own bodies.

Develop students' skills in recognising and understanding appropriate and inappropriate intimate behaviour, and the importance of keeping themselves safe.

Take into account age, ability, gender, religious and cultural issues.

Provide care at the point of need and avoid undue delay.  
Use appropriate language for parts of the body and bodily functions.

Uphold the right of every student to have levels of intimate care that are appropriate and consistent.

## **6. Guidance to staff**

Every class group has an Intimate Care Log (see Appendix A). All staff providing intimate care must enter details in the Log whenever they provide, assist or supervise students with intimate care.

Following advice and guidance from CCN's, students requiring routine intimate care will, unless there is an urgent need, will be changed once during the school day.

When providing, assisting or supervising individual students with intimate care, staff should ensure that they are within potential sight /hearing of others. Other members of staff may support those providing, supervising or assisting with toileting without being directly involved themselves.

No pupil should be made to feel at fault because of their toileting needs that are as a result of a medical condition or their special educational needs. Staff should reassure pupils that they are 'not in trouble' and that they are there to help.

Staff must conduct themselves in a professional manner at all times and respect the privacy of personal and intimate care situations. They should refrain from discussing these situations unnecessarily with other staff, although some communication about individual student's needs and abilities will be needed to ensure that staff can provide appropriate support.

Personal and intimate care will be provided for students including consideration of staffing requirements (gender, number etc.), timing, student and parent wishes, safe manual handling requirements, advice from therapists and medical staff, and training requirements.

Staff must take every precaution to protect themselves from the risk of infections. Protective gloves and aprons must be worn whenever direct intervention is required. Soiled clothing should be placed in the appropriate bag and sent home. Sanitary waste must be disposed of properly in the Hygiene Bins. Changing beds must be sprayed with Sanitiser after each use and staff must change their gloves and aprons and wash and dry their hands thoroughly after each and every procedure.

Staff should use personal and intimate care situations to teach students about the importance of hygiene and privacy.

Staff should talk to students throughout intimate procedures using appropriate levels of language in order to explain what they are doing and the reasons in line with Personal Care training provided by The Meadows.

When performing personal and intimate care procedures, staff should feel supported by the school management and receive adequate training in

relation to health and safety, manual handling and safeguarding. Identified staff should also receive training for very specific intimate care procedures where relevant.

When on educational visits out of school, staff must ensure that the personal and intimate care needs of students are considered at the planning stage. Every effort must be made to ensure that students' care needs do not exclude them from trips and visits. This may require aspects of the trip to be modified, extra staffing arranged, changing equipment to be carried and preliminary visits to be undertaken. It is the responsibility of the group leader to make sure that these needs have been met in line with this policy.

#### Personal care procedures.

- Students' personal care must be attended by two members of staff.
- All staff must enter details onto the Personal Care Log for each student when supporting personal care routines.
- Students must be changed in the designated changing area.
- Protective gloves must be worn during personal care routines.
- Staff must respect the wishes of students with regard to dignity, privacy and safety.
- Staff must show awareness of and be responsive to the child's reactions reporting any concerns to the Safeguarding Officer.
- Staff should enable children to make choices and communicate as part of their personal care as well as promoting independence.
- Soiled garments must be securely wrapped and tied in a bag
- Changing beds must be cleaned after every use
- Soiled pads, wipes and gloves must be disposed of in the correct bins
- Staff must change their gloves and aprons and wash and dry their hands thoroughly after each and every procedure
- Wherever possible, staff should encourage and support students to wash hands after visiting the toilet/receiving personal care to make students aware of the importance of good hygiene
- If a student has been changed early during the school day, he/she must be checked before home-time, changed if necessary and parents advised.

**7. Appendix A**

Sample Intimate Care Log

Name: \_\_\_\_\_ Class \_\_\_\_\_

Date	Time	Signed	Print Name	Comment
		1.		
		2.		