



## Personal Care Policy

All children entering Leominster Primary School will be at different stages of their toileting.

Some children and young people will take time to achieve full independence in personal care or managing and controlling their bladder and bowel actions, others may require special arrangements for the rest of their lives. Where this is the case medical advice will be sought.

This policy has been devised in response to the increasing number of children entering the Early Years not toilet trained. It sets out procedures we will follow in when nappy changing and in the case of a child accidentally wetting or soiling him/herself. All parents are asked to provide spare clothes in a bag regardless of whether their child is toilet trained. It also states the roles and responsibilities of both the home and school and has an agreement/consent form for parents to sign.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school.

Parents are made aware that the early years team are on hand to offer advice on how to toilet train and are put into contact with relevant support if wanted. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

### **Intimate or personal care can be defined as:**

- Hands-on physical care in areas of personal hygiene and the physical presence of others or observation during such activities. This includes:
- Body bathing (including showering) other than to arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Incontinence care
- Placement, removal and changing of incontinence pads
- Dressing and undressing
- Application of medical treatment other than to arms, face and legs below the knee
- The safe disposal of waste into appropriate bins

### **We believe that children are entitled to:**

- Be involved in the planning of their own health care needs whenever possible
- Establish a routine individually related to their needs and age eg time, place, procedure
- Be consulted about their child's personal care, to ensure that it is sensitive to the families culture and reflect their child's needs
- The reassurance that children will, whenever possible receive personal care from the staff (i.e. keyworker) that know him/her best
- Support in managing toilet training

### **We will:**

- Work closely with children and parents/carers to ensure a consistent approach and relevant sharing of information

- Take 'reasonable steps' to support any pupil with a disability
- Treat children needing assistance with personal care with respect, dignity and sensitivity at all times. Ensuring privacy is always maintained
- Review our care plans and protocols regularly to ensure they meet changing needs
- Ensure all staff will support pupils with personal care needs
- Facilitate effective hand washing routines in young children
- Ensure all staff are coherent in hygiene routines
- Ensure children are never left in wet or soiled clothing
- Ensure if accidents happen they should be dealt with in a calm, sympathetic manner
- Ensure any spillages will be dealt with promptly ensuring good practice and personal hygiene
- Provide suitable storage space for personal hygiene items
- Consider individual personal care needs when planning any trips or journeys
- Ensure staff have the appropriate equipment i.e aprons, changing mats, gloves – using; signs, pictures or special words are helpful
- Encourage independence in all children

### Questions and Answers

- Who will change the nappy/wet/soiled clothing?

Leominster Primary School Staff

- Where will changing take place?

In the Nursery/Reception toilet area, on a changing mat / toilet. The changes will be recorded on in an incident chart in the toilet area.

- What resources will be used?

A changing mat, gloves, blue roll paper, antibacterial wipes, nappy sacks, nappies, baby wipes, cream (when specified by parent/guardian)

- How will the nappies / underwear be disposed of?

Put in a nappy sack and in the hygienic disposal nappy bin or if underwear, under the discretion of member of staff.

- What infection control measures are in place?

Staff will wear disposable gloves and aprons while dealing with the incident.

Blue roll paper will be put on the changing mat.

Changing area will be cleaned after use.

Hot water and liquid soap is available to wash hands as soon as the task is completed.

Hot air dryer or paper towels are available for drying hands.

- What will the staff member do if the child is unduly distressed by the experience?

Staff will comfort and reassure the child, talk through what they are doing and ensure the change is complete swiftly to ensure the stress is not prolonged.

- What will the staff member do if he/she notices marks or injuries on the child?

Follow the school safeguarding policy and report it to the DSL or DDSL.

**Parental Permission for intimate care**



Should it be necessary, I give permission for staff to attend the personal care needs of my/our child.

I understand that staff will endeavor to encourage my child to be independent.

I understand that I will be informed discreetly should the occasion arise.

Signed: .....

Adult with Parental responsibility for .....