



WESTCROFT
SCHOOL

Realise your potential



CENTRAL LEARNING
PARTNERSHIP TRUST

INTIMATE CARE & TOILETING POLICY

SEPTEMBER 2023

POLICY DATE: SEPTEMBER 2023

REVIEW DATE: SEPTEMBER 2024

Signed: _____ Head Teacher

Signed: _____ Chair of Governors

Date: _____

Intimate care and toileting policy

Aims and objectives

Achieving continence is a developmental milestone usually reached within the context of learning in the home before a child transfers to nursery/school setting. However, for some children entering school, the skill of independent toileting has not been fully acquired and some will have no awareness. These pupils need to be dealt with sensitively as some will never achieve independence.

Pupils who have not achieved continence or developed independent toileting skills will be supported with their toileting needs to help develop concern for their own personal hygiene, independence and well-being.

Intimate care and dignity

Intimate care is defined as any care which involves washing, touching or carrying out a procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

Staff are required to be respectful to the pupil's needs. The pupil's dignity will always be preserved with a high level of privacy, choice and control. We are unable to guarantee that personal care will be undertaken by a member of the same sex however particularly for older pupils there will be an additional member of staff in attendance.

Westcroft is committed to ensuring that all staff will undertake their duties in a professional manner at all times. Our policy aims to provide guidance and reassurance to staff. It safeguards the rights and wellbeing of pupils, and assures parents/carers that all staff are knowledgeable about intimate care and toileting.

Staff providing intimate care and toileting are aware of best practice and need to comply with school policies including:

Safeguarding

Health and Safety

Moving and Handling

Risk assessments

Staff conduct in reducing the risk of cross infection

Staff always wear protective gloves and aprons during intimate care routines and when cleaning areas after use. Parents provide materials e.g. nappies, pull ups, wipes, cream and also provide a change of clothing.

Soiled waste is disposed of in the appropriate waste disposal unit in the hygiene rooms or swimming pool. The toilet area will be cleaned after use, using the designated cleaning equipment. Soap, water and paper towels are available for staff to clean and dry hands after toileting/cleaning.

Older children will be encouraged to take some responsibility for cleaning themselves and any soiled areas as part of their independence.

Cleaning up body fluid spills

- Spills of body fluids: blood, faeces, urine, nasal and eye discharges, saliva and vomit must be cleaned up immediately
- Wear disposable gloves and apron
- Clean and disinfect any surfaces on which the body fluids have been spilled
- Discard fluid contaminated material in a plastic bag along with the gloves and apron. The bag must be securely sealed and disposed of in the waste bin in Class 1, hygiene rooms or swimming pool. If unable to use this bin then the material must be double bagged before discarding
- Designated mops etc. used to clean up body fluids should be cleaned in the cleaners sink only and rinsed in disinfecting solution and dried
- Any contaminated clothing must be washed at a minimum of 60C

Working with parents/carers

Issues around toileting will be discussed during the admissions and transition process. School may suggest to parent/carers the involvement of other agencies (Inspire) and in some cases it may be appropriate to set up a home/school toileting agreement.

Home and School Agreement for intimate care/toileting

Parental responsibilities

- To provide nappies /pull ups/wipes/cream/ continence pads
- To provide a change of clothes
- To inform school of any marks or rashes
- To implement a toilet training programme at home
- To name all personal care items (cream, wet wipes etc)

School's responsibilities

- To change a child when soiled or wet following the agreed criteria
- To follow a toilet training programme
- To report to parent/carer if the child becomes distressed or if any marks/rashes are seen
- To discuss any changes in toileting procedures with parents/carer

Parent/carer _____ Date _____

Teacher _____ Date _____

Attach personal care management plan