



St Edmund's Catholic Primary School

Intimate Care Policy

September 2022

When reading this policy please be aware of and refer to the following related documents:

- The safeguarding policy
- Confidential reporting policy
- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- Inclusion policy

Introduction

St Edmund's is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

Principles

St Edmund's respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

Definition of Intimate Care

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents. Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Photographs
- Treatments such as enemas, suppositories, enteral feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care

School responsibilities

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where learners are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.

School will ensure that anyone who undertakes intimate care is working at the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers (either for pupils with a care plan or not). This act of care would be reported to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care by using the toileting intimate care form. This will be filled in by staff and a copy will be sent home whilst one copy will remain in school. (Appendix A).

A written record (Appendix A) will therefore be kept of all emergency toilet support with intimate care. This will include the date and time of the care, who was present and the reason for this.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

School will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

School will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing. **A member of staff will always have another individual staff member present, when giving toileting intimate care including supervision of a child in toileting self-care.** Any changes in a learner's behaviour or appearance e.g. frequent incontinence, will be reported to a senior member of staff, in line with the safeguarding policy.

Governors responsibilities

To ensure that sufficient staff are trained to meet the needs of their learners. The governing body will ensure that this policy is monitored and reviewed at least every three years.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Parents/carers must make sure that the school always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must ensure that school always has their emergency contact details.

Learner responsibilities

To be as involved as possible in their intimate care and with their care plan.

To let school staff know when they are aware that they need assistance.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Emergency Toileting Intimate Care Form (Appendix A)

Emergency Toileting Intimate Care Form

Name of Child and Year group.....

Date.....

Time.....

Staff members present.....

Reason for intimate care given.....

Emergency Toileting Intimate Care Form

Name of Child and Year group.....

Date.....

Time.....

Staff members present.....

Reason for intimate care given.....

Consent Form for Intimate Care Appendix B

Pupil's Personal Details	
Full Name:	
Date of Birth:	Parent/Carer name:
Address:	

I/We give permission for school to provide intimate care to my/our child.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Photographs
- Treatments such as enemas, suppositories, enteral feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:

Name:

Relationship to child:

Date:

INTIMATE CARE TOILET PLAN Appendix C

..... needs additional support with changing nappies/ pull ups/supervision support to use a toilet.

The following plan aims to make the staff involved aware of.....'s needs and to ensure thatparents are happy with these arrangements.

In an emergency, **any member of staff** can undertake intimate care. This act of care would be reported to the parents/carers as soon as possible after the event.

Staff members involved in toileting:

Actions to be taken:

Other:

Parents are welcome to come and look at the changing area. Please feel free to discuss any aspect of this care with your child's teacher or TA as you drop off or collect, or if you feel a longer or more private discussion would be helpful please make an appointment to see your child's teacher or the SENCO at the school office. Parental views on 's care are welcomed and will be acted on wherever possible.

Signed (Parent/ Carer)

Date.....