**Ballater School**

**Intimate Personal Care 2020**

Adapted from Aberdeenshire Councils Intimate Personal Care Draft guidance for schools, parents, children and young people September 2017

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**Toileting and Menstruation**

In Ballater School facilities are provided, which afford privacy and modesty, with separate toilets for the older and younger children as well as separate toilets for girls and boys. These are clearly marked.

There is a separate disable toilet.

There is also a changing room/toilet for when an individual requires nappy or a change of clothes.

There is enough space, heating and ventilation to ensure the individual’s safety and comfort. There is an appropriate and specialised toilet seat provided for the size and physical needs of the child or young person. A step is also provided as necessary for younger children.

NHS Grampian occupational therapists will advise as required and resources may be purchased via the QIM ASN.

Staff receive training in good working practices, which comply with health and safety regulation, such as wearing of appropriate disposable gloves for certain procedures and methods of dealing with body fluids

Adequate facilities are provided. Such as toilet paper, liquid soap, paper towels, "potties" bin for disposal of soiled nappies/pads.

Supplies of suitable cleaning materials are provided for cleaning and disinfecting areas as well as items of protective clothing such as disposable gloves and aprons and these are readily accessible.

Supplies of fresh clothes are available when required.

Some children may only have a single or infrequent occurrence of soiling. The school asks all parents to annually sign a permission slip which includes toileting to ensure the school has the parent’s agreement to assist their child. Where a child has the need to be assisted regularly there will be an intimate care protocol in place. This protocol will be written in collaboration with parents and professionals involved and wherever possible with the child or young person. This protocol will be based on a risk assessment of all aspects of the task to be carried out. Any issues, such as staffing required for the task will be based on that risk assessment. This protocol will be reviewed regularly especially when any circumstances change.

Some children and young people may prefer to be changed by a single member of staff for reasons of privacy and dignity. Where an individual expresses a clear preference, this must be respected if possible. It is acceptable for a single member of staff to change a child providing they ensure that:

* + - * Another member of staff is aware of what is happening.
      * The event is recorded and initialled by the member of staff who changes the child. Any issue or problem, such as bad nappy rash, which may have arisen or been noticed should also be recorded. This should be shared with the parent/carer and a copy of the written record supplied.
      * The task has been risk assessed as being safe for one person to carry out

It may be necessary, however, to have more than one member of staff to help while toileting a child or young person because of health and safety or other considerations. Children who are heavier and with physical disabilities may require hoists and a hydraulic changing table and one is provided in the changing room/toilet. Staff must be trained in the use of these aids and equipment.

All staff must be made aware of good hygiene and its implications and clear up bodily spills using an approved procedure

**Management responsibilities**

Management in the school will work in consultation with the parents/carers and NHS Grampian professionals in the development of individual Intimate Care protocols. A hand-over from a Health Visitor as Named Person for pre-school, to the Head Teacher as Named Person for children 3-18 years should be arranged in advance of admission to education.

To ensure that staff receive on-going training in good working practices as part of the Child’s Plan which complies with health and safety regulations such as hygiene procedures; moving and handling; awareness of medical conditions and associated first aid/ child protection procedures; and other aspects of Intimate Care. The Lead Professional will have the role of managing the Plan.

To keep a record of training undertaken by staff and to ensure that refresh and updating training is provided where required.

To provide an Induction programmes for all new staff and to ensure that they are made fully aware of the individual Intimate Care protocols for the children and young people they are supporting.

To ensure that all new staff are familiar with the school’s Intimate Care policy and relevant individual Intimate Care protocols and that they receive the appropriate

assistance from experienced staff to provide the children and young people they are supporting with the Intimate Care as outlined in their individual protocols.

Provision of wipes, gloves, aprons and any cleaning materials for staff use.

**Staff responsibilities**

Staff must be familiar with the Intimate Care policy/procedures. This means that the protocol must be shared with and followed by all staff involved in supporting the child/young person.

Staff must adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concerns to management within their establishment.

Designated staff will liaise with parents/carers and other appropriate services over the development and implementation of the agreed Intimate Care protocol.

Designated staff, as part of the Child’s Plan will liaise with other professionals regarding specific aspects of Intimate Care (e.g. physiotherapy) and their advice will be included in the child or young person’s individual Intimate Care protocol.

Designated staff will take part in training for any aspect of Intimate Care Support.

**Parent/carer responsibilities**

Provision of disposable nappies/pull-ups, wipes and any creams for the school to use in changing the child/young person

Provision of one or more changes of clothes as appropriate to needs in case of toileting accidents.

Provision of plastic bags for returning of soiled clothes – these should be capable of being sealed.

Washing of soiled clothes.

**Personal Care for children in Early Years Settings**

1. **Changing Children**

The following principles and practices are based on advice from the Care Inspectorate and Health Protection Scotland and should be part of the Child’s Plan where required.

See Toilet, Potty and Nappy Changing for Health Protection Scotland guidance.

See Care Inspectorate Nappy Changing Guidance

It is acceptable and expected, for a single member of staff to change a child providing they ensure that:

* Another member of staff has been informed
* The task has been risk assessed
* The parents/carers have given permission

A changing mat on the floor is acceptable providing the child’s privacy and dignity is maintained at all times.

Do not leave bathroom doors open where another child could see the child being assisted.

Changing on a mat on the floor is preferable to lifting young children onto a fixed height baby changing station when this would contravene ‘Moving and Handling’ guidance.

Ensure changing mat is of an adequate size for a young child to lie on and is in good condition (do not use if it is torn or broken).

Provide the minimum assistance necessary, promoting the child’s independence.

Always use gloves and aprons when changing a child or assisting with toileting.

Staff must wash hands prior to, and after assisting a child, even when wearing gloves. Encourage or assist children to wash and dry hands after changing or assisting with toileting.

Always clean changing area using a disinfectant spray and dry the surface, after each change.

1. **Disposal of disposable nappies/pull ups or ‘real nappies’**

Nappy disposal: after disposing of any solid waste matter, double bag soiled nappies and dispose of these in a separate lined nappy bin, bag up and put in main waste bin at end of day.

Soiled clothes should be double bagged and given to the parent/carer/childminder at the end of the day. If using non-disposable nappies, any solid waste should be disposed of before double bagging, labelling with the child’s name, and given to the parent/carer/childminder

1. **Supply of changing materials**

Parents/carers are responsible for providing the setting with nappies/pull ups, wipes and cream should it be needed (clearly labelled with the child’s name).

The Early Years Setting will provide gloves, aprons, antibacterial wipes and changing mat.

It is advisable that all parents supply a change of clothes (labelled with child’s name) particularly underwear and trousers/skirts, for the child.

1. **Permission from parents/carers**

Ballater School will receive permission from parents to undertake personal care of their children. This should be gathered at enrolment with other permissions such as sun cream application and face paints. Many young children, even if they are toilet trained have ‘accidents’ so to capture everyone who may need assistance, all parents should be asked to give permission even if it is not anticipated that personal care will be necessary.

For children who are in nappies or ‘pull ups’ an intimate care protocol should be written in collaboration with the parents to be clear how and when the child should be assisted. Any protocol should be reviewed regularly or amended when circumstances change. This protocol must be shared with all adults likely to carry out tasks to ensure consistency of practice.

1. **Working to Support to parents/carers**

If a child has repeated accidents or appears delayed in toilet training, discussion should be held with the parents/carer and, if necessary, the Named Health Visitor should be included to support the parents and child with continence.

1. **Recording and informing parents/carers**

Parents/carers should always be informed if a child is changed or assisted with toileting.

Settings should record:

* Time child is changed
* Status of the change (soiled/wet)
* Any soreness/rash noted
* Initialled by the member of staff changing