

<u>Date policy adopted</u>	<u>Review</u>	<u>Review</u>	<u>Review</u>
<u>March 2019</u>	<u>Due 2021</u>		

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## Introduction

All children at **Milton Primary Academy** have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of learning.

## Key Principles

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policy and Administering of Medicines policy.

This policy supports the safeguarding and Welfare Requirements of Early Years Foundation Stage Framework April 2017:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- Adjustments will be made for any child who has delayed incontinence

## Aims and Actions

### Intimate Care Tasks:

Tasks that involve:

- Dressing and undressing
- Cleaning including intimate parts
- Helping someone use the toilet
- Changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area
- First-aid administration

### Partnership with Parents/Carers:

Staff at **Milton Primary Academy** work in partnership with parents/carers. An Intimate Care consent form is given to be signed, during the admission process into Milton Primary Academy. ***If the Intimate Care consent form is not signed, then staff will telephone parents/carers when intimate care is needed to attend to/collect child.***

Parents/Carers are asked to supply the following:

- Spare nappies (if required)
- Wipes, creams, nappy sacks etc (if required)
- Spare Clothes

- Spare underwear

**If a child has diagnosed medical needs affecting toileting, a school Health Care Plan will be written with parents/carers and signed by both staff and parent/carer. The school nurse will be contacted for advice and support when necessary.**

#### Best Practice:

When intimate care is given, the member of staff explains fully to the child, each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

Staff at Milton Primary Academy will support parents/carers with toilet training. However, it is the responsibility of the parent/carer to toilet train their child.

When changing nappies, the changing bed in the toilet is used.

If a child needs a bath/shower and is uncomfortable still after cleaning, the parent/carer will be contacted.

The member of staff who has changed the child, will need to initial the child, date/time and write their own initials on the changing chart in each toilet area (including the staff toilet).

All staff working in our Early Years setting must have a DBS check.

#### Safeguarding:

Staff are trained on the signs and symptoms of child abuse and follow Milton Primary Academy's Safeguarding and Child Protection policy. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Officer (DSO) immediately. The Safeguarding Policy will then be implemented.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

#### Dealing with body fluids:

- Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids:
- Staff wear protective clothing; disposal plastic gloves and aprons
- Wash themselves thoroughly afterward.
- Soiled children's clothing will be bagged to go home or bagged and binned if not fit for use again.
- Children will be kept away from the affected area until the incident has been completely dealt with.

**All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.**

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.