



John Watson School

Personal & Intimate Care Policy

Signed by *Lynn Wong*

Lynn Wong Chair of Governors.

Date: December 2021

John Watson School
Personal & Intimate Care Policy

Students learn best when they are healthy, safe, secure and all individual needs are met.

This policy sets out the clear principles and guidance on supporting students' needs, with specific reference to feeding, medication administration and changing times.

Aims

The aims of this policy and associated guidance are:

- To safeguard and promote the welfare of students
- To provide guidance and reassurance to staff who are required to change a student's pad
- To provide guidance and reassurance to staff who are required to handle feeding and medication
- To reassure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect students from discrimination, and ensure inclusion for all

School support staff are expected to ensure all students are given equal opportunities to feel safe and all intimate care should be dealt with discreetly, respectfully and appropriately.

Caring for ALL students:

Assisting changes for students at different ages needs to be dealt with in a suitable manner and within reason. The term 'nappies' should be referred to as '**pads**' as some students associate 'nappies' with what a baby might wear. Referring to them as 'pads' is much more age appropriate, especially at the secondary site.

We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate students. For students who are less able, a bed and, where appropriate, a hoist should be provided to change a pad. Staff should **roll the student onto their side** to support with cleaning intimate areas. This will also prevent any harm or damage coming to students and staff backs, legs and joints.

For students who are more able, changing their pad whilst standing up is much more appropriate for their age.

Administering feeds or medication via gastrostomy or nasogastric tube should only be completed by **staff who are trained and signed off** to do so. These personal care routines should be done with respect and dignity to ensure the student feels safe and comfortable while it is taking place.

Safeguarding:

We will ensure that all staff are familiar with our Safeguarding and Child Protection Policy and Procedures to develop children's resilience and to protect them from any form of abuse.

All staff dealing with personal and intimate care on a 1:1 basis, should hold an up to date DBS certificate. This also includes being left alone in a room 1:1 with a child. All members of staff need to be vigilant to make sure children are not left with non-DBS holders at any time, especially during personal care. If this is noticed, a DBS checked member of staff should take over immediately.

Observing and recording any concerns should be dealt with effectively and appropriately. Recording concerns should be done using the Record Of Communication form and immediately shared with jwsroc@johnwatsonschool.org. Any concerns should be dealt with in a calm, professional manner without raising alarms of other students and staff.

Staff dealing with first aid issues and medical conditions need to be provided with relevant training beforehand.

Current members of staff need to pass on any relevant information to enable them to get the best possible care. Any personal and intimate care will be explained to new members of staff by current members, as part of the class induction, and/or therapist, where training is needed.

If a new member of staff is ever unsure, they should ask for another staff member to support them until they feel more confident.

Appropriate touch:

Always ask a child if you can help support and tell them what you are doing. If the child feels or looks uncomfortable, **STOP**. If students are able to do their own self care, this should be allowed without intervening too much.

Privacy:

All students are entitled to privacy at all times when dealing with personal and intimate care. Other students and staff should not be allowed to walk into the designated changing/toileting areas when it is in use.

The designated changing room can be locked and made to maintain dignity and privacy.

Cubicle doors are encouraged to be shut and locked if safe to do so by the student, otherwise a member of staff should be with the student at all times.

Privacy during personal and intimate care is heightened when out of school. The level of privacy should be catered to a much greater level as there is a possibility that members of the public have access to these areas. This can become a safeguarding risk and/or concern.

If students need to get changed in a shared area e.g. for a P.E. lesson, they should be separated according to their sex. Older, developing students should be offered a private cubicle or have the choice to get changed once everyone has finished in the shared area.

When supporting students with a gastrostomy or nasogastric tube and other clinical needs, the student should ideally be faced away from other students for privacy and dignity.

Language:

It is important to give every student the highest amount of dignity, this includes the language we use around them.

A student should be spoken to throughout and talked through what is happening at every point during personal and intimate care. Using simple language and small words like “the water is nice and warm” can be very reassuring.

Example,

*A student needs their pad changing. Discreetly say to them, “let’s go and change your pad”, and take them to the bathroom. Talk to them about what you’re doing - **hoisting up/down, rolling over, wiping private parts etc.** We must make sure that any negative comments such as “they stink” are not used.*

By constantly talking to the student about what is happening will ensure no personal or inappropriate conversations are happening around the student.

Health and Safety:

All staff need to ensure that each student’s well being is met to a high standard. Taking great care of a student’s hygiene, as well as the staff’s own hygiene, will eliminate germs/viruses being spread around the school.

Some students are very vulnerable to diseases and viruses so providing a tidy and well kept toileting area will stop the spread of germs. Staff are responsible for providing a clean changing area, using the spray provided for beds and tidying up any accidents. The changing bed should be in good working order as well as other equipment such as, hoists, slings, support rails.

Staff should always **hands before and after** any personal and intimate care and **wear gloves** to prevent cross contamination and the spread of bacteria or disease.

For urine, faeces and other bodily fluids on carpets:

- spill kits should be used to absorb this and the caretaker should be informed to provide a deep clean to the area.

Staff should check there is enough:

- Toilet roll
- Soap
- Paper towel
- Wipes - dry and wet
- Bags
- Gloves
- Aprons

If more are required, staff should restock where needed and when appropriate.

Moving a child on and off a changing bed, will depend on individual needs and protocols. Please check their individual health information folder or ask for advice if you are unsure. When using the changing beds, always ensure the sides are up to avoid rolling off and giving you as the staff member more support.

Do not pick a student up when doing personal care or otherwise. This all links to protective behaviours and appropriate touch.

Changing routine:

Dry wipes with warm water should be used to keep the students' intimate areas as clean as possible and wet wipes (purple packet) should only be used for faces and hands as some students have very sensitive private areas and these wipes could irritate and the area could become uncomfortable and sore.

Some pupils may bring spare clothes to school in case of accidents. If you think a child would benefit from having a spare change of clothes in school, speak to your teacher who can liaise with parents. The school does a few spares but it is limited so in some cases a phone call home may be required if there isn't anything for the child to change into.

We will follow this changing procedure below:

The changing room will have all the necessary items needed. Gather these items ready for each pad change - pad, wipes, bag, cream if necessary (*where cream is used the child should have their own named cream and written permission obtained from the parent*).

**Always ensure that individual independence targets are followed, such as standing changes and independent personal care.*

- Wash and dry your hands
- Put on gloves and aprons (following donning and doffing procedure)
- Transfer the student onto bed (hoist or standing transfer) or get them to stand if they stand for changes
- Remove the students' lower garments to access their pad. Remove the pad and place it inside the bag
- If the students' clothes are soiled, they should be bagged separately and sent home
- Using the wipes, clean the student from front to back and place the used wipes in the bag with the pad. Tie the bag and put it in the yellow bin.
- Put on a clean pad and apply cream if necessary (*see above*).
- Take off the gloves and apron (following donning and doffing procedures) and place them in the yellow bin.
- Dress the student
- Transfer them back into their chair, using the appropriate technique.
- Help the student to wash their hands, where applicable
- Wash your hands using soap, warm water and dry with paper towels.
- Clean the bed with antibacterial spray or soap and hot water before leaving to dry. Then wash and dry your hands again.