



## **Brimington Manor Infant and Nursery School**

### **Policy Statement for Personal and Intimate Care**

#### Foreword

It is anticipated that not all children will be toilet trained on entering school (Nursery). We work with parents/carers towards toilet training, unless there are medical or other developmental reasons why this might not be appropriate at the time.

We make necessary adjustments to our toileting provision and hygiene practice in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

If there are problems with toilet training, the parent/carer should discuss these with the child's teacher and a Personal Care Plan\*\* will be agreed upon.

If the toileting problems are frequent, parents/carers will be asked to meet with your teacher to discuss a plan of action to support the child. We will work together with parents/carers to address personal hygiene problems and assist in the development of the children in this as we would any other stage of development.

Outside agencies such as our Community Nurse and School Health as well as the child's GP might also be involved as they are better placed to give individual advice and also pick up any underlying medical issues.

It is helpful if parents/carers provide a bag with a change of clothes, plastic bag and some wipes.

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We try to avoid the use of pull-ups in school, to encourage the child to experience underwear and how to manipulate clothing when going to the toilet. However, if pull ups are more appropriate, we will make the necessary arrangements and support parents/carers with the child's transition into underwear.

As a school we recognise that children do have toileting 'accidents' and therefore ask all parents / carers to complete the permission for school to provide intimate care form\* when their child starts school.

### Aims

We aim to:

- Promote hygiene, independence, and confidence
- Promote safety and hygiene for all staff
- Ensure a standardised and safe changing procedure
- Help children live and grow in a safe and caring environment
- Ensure children are treated with dignity and respect
- Ensure our school community are aware of the procedures involved with personal care

### Procedures

At Brimington Manor Infant & Nursery School we have a shared responsibility for supporting children in our care. If a child needs changing because of heavy soiling, changing may be done by any member of school staff as appropriate.

It is important that whilst the child is not left alone, the other children are also not left unattended. Teachers and TAs will co-ordinate this as required.

There is no legal requirement for two people to be present during a change; at Brimington Manor Infant & Nursery School we will however endeavour to ensure that this is a 2 person activity to protect both the child and staff members. However, there might be occasions when this may not be possible.

**It is important that parents/carers have ticked the required box on the permissions form giving permission for school to support their child with changing pull-ups and soiled underpants and assisting with**

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**any cleaning when required.** (it is the parent/carer's responsibility to inform school of any allergies to such equipment as baby wipes etc).

All staff with access to the children have been DBS checked; **students and helpers will not be permitted to be involved with changing a child.**

In the event of it being necessary to change a child's pull-up (or underpants of a child that has accidentally soiled themselves), the following procedures will be followed:

- Changing will take place in the disabled toilet or Reception toilet for Y1 and Y2 children, in the EYFS toilets for Reception and Nursery children
- At no point will the child be left alone to deal with changing by themselves
- Staff members will use the appropriate equipment, cleaning agents and gloves at all times. (COSSH approved)
- Any designated equipment (mats etc) will be cleaned before & after the child is changed with a suitable disinfectant cleaner
- Clean dry clothes will be provided for the child; where this is not possible the child will wear their PE kit
- The child will be expected to assist with changing themselves as much as possible to encourage their development
- Appropriate hand washing facilities will be available for staff and children
- Pull-ups will be double bagged and disposed of in the outside bins
- Soiled clothes will be double bagged and sent home for cleaning
- The teacher/TA will log\*\*\* the procedure for future reference and file it in the relevant wallet on the Safeguarding notice board

***If a child is heavily soiled and requires showering, staff will contact parents / guardians as we have no showering facilities in school.***

***At all times staff will abide by the child's wishes, feelings and needs. If a parent/carer has not given written consent, we will contact parents/carers immediately. The child will be comforted and kept away from other children to preserve dignity until parents/carers arrive. Children are not left alone during this time. The child will be dressed at all times and not left partially clothed.***

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If parents/carers and emergency contacts cannot attend then we will seek verbal consent for staff to support cleaning and changing the child.

If parents/carers and emergency contacts cannot be contacted then a decision will be made as to whether the child is deemed at risk. If the answer is yes then staff will act appropriately and might need to come into some level of physical contact in order to aid the child.

At all times staff will abide by the child's wishes and feelings and needs.

Should parents/carers have any queries or concerns about this procedure they should talk to their child's teacher or Teaching Assistant.

- \*Appendix 1          Permission for school to provide intimate care

## Permission for school to provide intimate care

Child's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Please complete one of the consent forms below:

1. I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the headteacher of any medical complaint my child may have which affects issues of intimate care

Signed \_\_\_\_\_

Full name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_

2. I do not give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.  
I wish to be contacted and will make arrangements to collect my child.

Signed \_\_\_\_\_

Full name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_

## Personal Care Plan

Child's name:	DOB:
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Completed by:

Date of Plan:

Review Date:

Who will attend to the child?
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How will the child be attended? E.g. in toilet cubicles, shower cubicle, lying down on a mat etc.
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Who will provide the resources? E.g. wipes, disposable gloves etc.
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How will the changing occasions be recorded and if/how this will be communicated to the child's parent/carer?
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How will wet/soiled clothes be dealt with?
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What will staff do if the child is unduly distressed or if marks or injuries are noticed?
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Agree a minimum number of changes
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How will the child be encouraged to participate in the procedure?
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Any other comments/important information? E.g. medical details
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Signed: \_\_\_\_\_ (parent/carer) Printed: \_\_\_\_\_

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Date: \_\_\_\_\_

**Personal Care Log**

Date	Time	Procedure	Staff involved