



## Personal & Intimate Care Policy

Mission Statement (5 Promises)		
<b>Keep Everyone LEARNING</b>	<i>Because God calls us to fullness of life in Christ we provide varied exciting opportunities for children to achieve highly.</i> God invites us to promise; <b>to keep everyone learning</b>	
<b>Keep Everyone INCLUDED</b>	<i>Because God calls us to love our neighbour we respect and include each other and develop the skills of confidence, resilience, independence, empathy and understanding.</i> God invites us to promise; <b>to keep everyone included</b>	
<b>Keep Everyone SAFE</b>	<i>Because God shows us the best way to live we get to know ourselves and learn how to be safe.</i> God invites us to promise; <b>to keep everyone safe</b>	
<b>Look After the World Around Us</b>	<i>Because God calls us to live as faithful members of the community we respect the world around us.</i> God invites us to promise; <b>to look after the world around us</b>	
<b>Be Honest</b>	<i>Because God calls us to be like him we get to know ourselves and learn to respect the truth.</i> God invites us to promise; <b>to be honest</b>	
 Nottinghamshire County Council	Policy written in collaboration with Children and Young People's Services Personal and Intimate Care Policy 2010.	
Approved by:	Approval Date:	Review Date:
SDC	September 2021	September 2022

## POLICY FOR PERSONAL AND INTIMATE CARE

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### 1. INTRODUCTION

At Holy Family Catholic Primary School we are committed to the provision of care that is high quality and meets the individual needs of all children. Intimate care involves helping people with aspects of personal care which they would normally undertake themselves.

The purpose of this policy is to set out procedures which safeguard children and staff by providing a consistent approach within guidelines which recognise the rights and responsibilities of everyone involved in providing intimate care.

We believe that all children, regardless of ability, should be able to participate in all aspects of school life and that intimate care procedures will therefore be carried out in school. Thus it is important that the appropriate facilities and equipment are available wherever needed.

We recognise that personal and intimate care carries with it risks. It will not be possible to eliminate all risks, but the balance should be on the side of safety. Every individual is entitled to maximum safety and maximum privacy. (See definitions section 3)

All employees, regardless of position, are legally obliged to take reasonable care for the health and safety of themselves and others, and to co-operate with the employers or other authorised persons in achieving this worthwhile aim. It is the duty of both employer and employee to translate this safety policy into a course of effective action.

This policy should be read in conjunction with the policy for Supporting Pupils with Medical Conditions and the SEN Policy.

This policy applies to all staff undertaking personal and intimate care tasks with children and young people. In the context of this policy staff will include approved volunteers.

We are committed to providing personal and intimate care where it has been recognised as an assessed need and indicated in the personal and intimate care plan. Every child and young person should be encouraged to care for themselves as much as they are able.

We accept that there will be extraordinary circumstances, following a careful risk assessment, where a child or young person's personal care cannot be met in a particular activity. It is expected that an alternative will be sought.

- Every child and young person has the right to feel safe and secure
- Every child and young person has the right to be treated as an individual
- Every child and young person has the right to remain healthy
- Every child and young person has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs.
- Every child and young person has the right to information, in a format that is understandable, and support relevant to their needs, which will enable him or her to make informed and appropriate choices.
- Every child and young person has the right to information and procedure, in a format that is understandable, for any complaint or queries he or she may have regarding their personal and intimate care.
- Every child and young person has the right to be accepted for who they are , which is inclusive of their age, gender, ability, race, culture, religion or belief and sexual orientation

## **2. AIMS**

The aims of this policy are:

- To ensure that children and young people are consulted and encouraged to participate in decisions about their personal and intimate care. Particular attention must be given to those children and young people who have disabilities/conditions who may need additional support to be able to do this.
- To safeguard the rights of children and young people, and staff who are involved in their personal and intimate care.
- To ensure guidance informs all staff, whose role includes personal and intimate care, of good working practice and procedures.
- To ensure there is a system for producing Intimate Care Plans for children and young people who require personal and intimate care. (Personal and intimate care plan proforma Appendix A).

- To ensure that all staff who are involved in personal and intimate care have access to training enabling them to implement the child or young person's intimate care plan and all relevant procedures.
- To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people.
- To ensure the continuity of care through the sharing of information between parents/carers/legal guardian/involved professionals.

### 3. DEFINITIONS OF PERSONAL AND INTIMATE CARE

**Personal Care** is defined as those tasks which involve touching, which is more socially acceptable, as it is non-personal and intimate and usually has the function of helping with personal presentation and enhance social functioning. This includes shaving, skin care, applying external medication, feeding, administering oral medication, hair care, brushing teeth, applying deodorant, dressing and undressing, (clothing), washing non-personal body parts, prompting to go to the toilet.

**Intimate Care** is defined as those care tasks associated with bodily functions, body products, and personal hygiene which demand direct or indirect contact or with exposure to the genitals including dressing or undressing (underwear), helping with the use of the toilet, changing continence pads (faeces and/or urine), bathing/showering, washing personal and intimate parts of the body, changing sanitary towels or tampons, inserting suppositories, giving enemas.

### 4. EQUALITY AND DIVERSITY

Children and young people with impaired personal development have the same rights of access to services as other children and young people and are protected from discrimination under the Disability Discrimination Act (DDA) 1995.

This policy is in line with The Children and Families Act 2014 – **Part 3**;

The Special Educational Needs and Disability Regulations 2014 (amended twice in **September 2014** and **March 2015**) - the main set of Regulations underpinning the Act);

**The Special Educational Needs (Personal Budgets) Regulations 2014**

**The Children and Families Act 2014 (Transitional and Savings Provisions) (No.2) Order 2014**(amended with effect **from 1<sup>st</sup> September 2015**)

### 5. PROTECTION OF CHILDREN AND STAFF

School staff must ensure that all children personal and intimate care needs are met.

- 5.1 Parents and carers have the prime responsibility for their child's health and must provide all services with information about their child or young person's intimate care needs. This

information will be sought through an assessment of the child or young person's needs and subsequent personal and intimate care plans will be drawn up with review dates.

- 5.2 The personal and intimate care plan must be written in consultation with parents, carers and children. Appropriate consent should be given for procedures within it. Every effort must be made to assist those children who are not able to communicate easily to participate in their care planning.
- 5.3 Personal and intimate care plans must be shared with all relevant services upon request.
- 5.6 Parents/carers/legal guardian must be consulted and their views respected in terms of the personal and intimate care provided for their child. Procedures must be discussed with the family to ensure consistency of care and support to encourage the development of personal and intimate care skills for their son or daughter.
- 5.7 There is no legal or contractual duty that requires all staff to undertake personal and intimate care procedures. However this may already be a specific requirement in an individual job description or staff may formally elect to support children and young people in this way. In these circumstances staff will be informed of the specific types of personal and intimate care that they will be required to carry out and be appropriately trained.
- 5.8 Relevant staff will have access to guidance and ongoing training that supports good working practice which complies with health and safety legislation.  
Staff will have access to a set of procedures detailing individual personal and intimate care tasks including how to manage children who refuse to comply with previously agreed interventions.
- 5.9 All staff working with children and young people have been through the safer recruitment process.
- 5.10 In recognition of the vulnerability of disabled children we follow the Nottinghamshire Safeguarding Children Board Safeguarding Children Procedures. The Safeguarding Disabled Children and Young People Inter-agency Practice Guidance is accessible to all staff and adhered to.
- 5.11 Each child and young person's right to privacy must be respected. Careful consideration must be given to each child and young person's situation to determine how many carers might need to be present and which carers may be involved when a child or young person needs help with personal and intimate care. Under normal circumstances, one child or young person will be cared for by one adult, unless there is a sound reason for having two or more adults present. If this is the case, the reasons must be clearly documented. (The United Nations Convention on the Rights of the Child: Article 12 Children have the right to say what they think should happen, when adults are making decisions that affect them, and have their opinions taken into account).

- 5.12 The number of staff required will be indicated in the child or young person's intimate care plan. The number of staff may also be influenced by the preference of the child or young person, or specified in a manual handling or behavioural risk assessment.
- 5.13 Staff make provisions for emergencies i.e. a staff member on sick leave or school visits.
- 5.14 Nottinghamshire County Council is protected by its Public Liability Insurance (subject to its terms and conditions and exclusions) for accidental death, injury, damaged caused by such procedures to a third party. The insurance provided jointly indemnifies with the County Council staff and Members provided that they are acting in accordance with their Nottinghamshire County Council duties.

## **6. MONITOR AND REVIEW**

The Children and Young People's Departments Strategic Services Policy, Commissioning and Planning Team will be responsible for promotion of their policy across the County and this policy will be updated in line with that policy. Specific guidance for our school will be reviewed in line with the SEN Policy.



**INDIVIDUAL ASSESSMENT PERSONAL AND INTIMATE CARE PLAN (Appendix A)**

<b>Name</b>		<b>Male</b>		<b>Female</b>	
<b>D.O.B</b>		<b>Condition</b>			
<b>Child or young person's preferred method of communication?</b>					
<b>Does the child or young person have any allergies or sensitivity? (Refer to health care plan)</b>					
<b>Does the child or young person require assistance with mobility or transfers (refer to manual handling assessment and subsequent safe systems of work)</b>					
<b>Does the child or young person have any religious or cultural needs?</b>					

<b>PROCEDURE</b>			<b>Named / trained staff</b>
<b>Eating and drinking</b>	Assistance required at mealtimes		
	Supervised at meal times		
	Nasal gastric tube feed		
	Gastronomy feed		
	Continuous pump feed		
	Periodic pump feed		
	Manual feed		
	Other specialist feed		
<b>Airways / suction</b>	Oral		
	Tracheotomy		
<b>Medication: Emergency and / or routine</b>	Epipen		
	Oral		
	Rectal e.g. diazepam, ACE procedure		
	Suppository		
	Supervised medication		
	Administered		
	Supervised		
Dressings			

<b>Toileting</b>	Rectal procedure e.g. enema		
	Catheterisation		
	Supervised catheterisation		
	Pad change(day and/or night)		
	Menstruation		
	Assistance with toileting		
	Supervised toileting		
<b>Personal care</b>	Washing		
	Showering		
	Dressing		
	Cleaning e.g. gastronomy site		
	Teeth		
	Shaving		
	Hair / styling		
<b>Behavioural</b>	Lotions / creams		
	Social/emotional		
	Sexual awareness		

### SAFE SYSTEM OF WORK

**IT IS ASSUMED THAT THE NAMED STAFF FOLLOWING THESE SYSTEMS OF WORK HAVE BEEN TRAINED TO CARRY OUT ALL TECHNIQUES DOCUMENTED**

**PROCEDURE:**

**Pupil's level of ability:**

Independent

Fully assisted 1 carer

Independent / supervised

Fully assisted 2 carers

Partially assisted 1 carer

Fully assisted more than 2 carers

**Environment required:**

e.g. adapted bathroom, medical room, bedroom, dining room

**Equipment required:**

e.g. gloves, toiletries, special crockery / cutlery

**Detailed description of procedure:**

**Date assessed:**

**Assessor's signature:**

**Child or young person's signature:**

**Parent / Guardian's signature:**

**Proposed review dates:**

**Holy Family Catholic Primary School**  
**GUIDANCE FOR PERSONAL AND INTIMATE CARE PROCEDURES (Appendix B)**

**Check the Individual Personal and Intimate Care Plan (PICP) for specific instructions on how to carry out personal and intimate care for the child or young person**

- Check PICP for which toiletries/creams to use and any allergies
- Talk to the young person about what you are doing while undertaking personal and intimate care; ask for their permission, even if they are unable to reply. Look for signs of consent or dissent
- Encourage the young person to do as much as they can for themselves give praise for their cooperation
- Collect all items needed and place within reach
- Close doors and use a screen for modesty if 2 young people are sharing a bathroom
- Refer to individual manual handling risk assessment for safe systems of work for method of transfer
- Put on plastic apron and gloves
- Use young persons own toiletries if they have any
- Keep the body and genital area covered as much as is possible to preserve modesty and dignity
- Remove lower body clothing
- Remove incontinence material (if used) and place in plastic bag for clinical waste

**DO NOT PUT USED WIPES BACK INTO THE BOWL, PLACE INTO PLASTIC BAG FOR CLINICAL WASTE AND CONTINUE WITH CLEAN WIPES FOR EACH AREA**

- Clean, wash and dry stomach and genital area, then buttocks and anus, taking care to wipe from the front towards the back especially for females
- Place incontinence pad under young person's bottom
- Change gloves if applying Sudacreme, Vaseline etc.

**DO NOT PUT HAND BACK INTO POT A SECOND TIME WITHOUT CHANGING GLOVES**

- Fasten pad ensuring it is comfortable
- Remove gloves
- Dress lower body
- Refer to individual manual handling risk assessment for safe systems of work for method of transfer
- Dispose of all waste in line with "Disposal of Clinical Waste and Prevention of Infection Procedures"
- Wash your hands
- Make sure the young person is comfortable and ready to leave.