

## AnDarasMulti-Academy Trust

# St Stephens Community Academy Intimate Care Policy - DRAFT

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

Status: Awaiting approval by Local Governing Body	
Recommended	
Version	v1.3
Statutory	No
Adopted v1.3	<b>Autumn 2019</b>
Review v1.4	<b>Autumn 2022</b>
Advisory Committee	LGAB/School Improvement and Strategic Development Committee
Linked Documents and Policies	<ul style="list-style-type: none"> <li>• Safeguarding policy</li> <li>• Child Protection policy</li> <li>• Manual Handling Policy</li> <li>• SEND Policy</li> <li>• SEND Local Offer</li> <li>• SEN Information Report</li> </ul>

## St Stephens Community Academy

### Intimate Care Policy

(To be read in conjunction with  
'Guidance for Safer Working Practice for Adults Who Work with Children and Young People  
in Education Settings'  
DCSF May 2009)

#### Rationale

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (e.g. the administration of rectal diazepam) to intimate personal areas. In most cases such care will involve cleaning for hygienic purposes as part of a staff member's duty of care. In the case of a specific procedure, only a person suitably trained as competent should undertake this.

Intimate care is a sensitive issue and will require staff to be respectful of the child's needs which is carried out with sensitivity and discretion, preserving the pupil's dignity at all times. There must always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to pupils wherever possible e.g. toileting programmes. Parents and pupils (where possible) are consulted regarding the normal routines that are followed, and an Intimate Care Plan agreed and signed by the parents and the school, which is reviewed annually or as needed. Pupils at St Stephens Community Academy require different levels of care according to their needs, both in the ARB & mainstream school.

#### Child Protection

- The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.
- The school's child protection procedures will be adhered to.
- From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.
- If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc they will immediately report concerns to the Designated Person for Child Protection or the Headteacher.
- In line with Child Protection Guidelines, any child who is distressed or unhappy about being cared for by a particular member of staff will have the matter looked into and the outcomes recorded. If a child makes an allegation against a member of staff, all necessary procedures will be followed.

## **Aims**

- To ensure the privacy and dignity of individuals is maintained at all times.
- To provide physical care to all pupils that complies with their wishes.
- To ensure all adults providing intimate care are aware of pupil's individual needs and routines.
- To ensure all adults providing intimate care are protected by the knowledge that the parents and or pupils' views have been sought.
- To ensure that in an emergency, any available member of staff will carry out appropriate actions.
- To provide the appropriate guidance / information / training for staff regarding the manual handling of pupils when intimate care is needed (see Manual Handling Policy).

## **Guidelines**

- A pupil's privacy and dignity must be maintained at all times.
- Intimate care should be undertaken with tact, sensitivity and in an unhurried manner, appropriate to individual needs.
- One or two appropriately trained or knowledgeable carers should deliver the intimate care required.
- The carers should use an appropriate environment to deliver intimate care to meet the pupil's needs.
- Wherever possible pupils should be encouraged to perform their own intimate care and given the necessary support and encouragement to enable them to do this.
- Any special requirements or concerns relating to intimate care should be identified, documented and closely followed by staff.
- Staff should use personal protective equipment e.g. gloves and aprons, to protect themselves for all personal care activities and any materials used should be disposed of in the appropriate waste bins.
- Informed consent for a member of St Stephens school staff to deliver intimate care to be obtained from the pupil (where possible, dependent on their cognitive ability) and/or the parent/carer.
- The care to be delivered should be explained to the pupil in a manner appropriate to their age and level of understanding
- The carer should respond as soon as possible to meet the pupil's needs with regard to personal hygiene.
- Due regard must be paid to the pupils with HIV / AIDS & Hepatitis.
- The highest standards of hygiene should be maintained throughout the delivery of intimate care, and appropriate materials should be available and stored correctly in the bathroom areas.
- The carer should document any adverse or unusual reactions exhibited by the child during any intimate care procedures. These concerns should be reported to the class teacher as appropriate; the delivery of further intimate care should be re-assessed if necessary.
- Should the carer have cause for concern regarding child protection issues, the Child Protection Policy procedure must be followed.
- Discussion with the Occupational Therapist for appropriate toileting aids to ensure safety and independence where necessary.

- All intimate care must be carried out with due regard to the Manual Handling risk assessment and care plans and in such a way that the carers remain safe.

### **Menstruation**

- Students should be encouraged to change pads frequently and to dispose of them properly in the appropriate waste bins.
- Staff should recognise the signs of pain or discomfort. They should reassure the pupil and inform the class teacher who can, with consent from parents/carers & the necessary authorisation completed, administer pain relief if necessary.
- If pupils ask questions about why they are menstruating, staff should answer honestly, taking into account the level of understanding and subsequently inform teachers and parents / carers of their need to discuss the subject.
- Parents to provide sanitary products, with a supply kept in school for when needed.
- Menstruation charts to be completed (for ARB pupils), to help staff become aware when the next cycle will begin and help prepare the pupil accordingly through social stories.

### **Physiotherapy**

- Pupils who require physiotherapy whilst at school should have this carried out under guidance from a trained physiotherapist. If it is agreed in the care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.
- The physiotherapist should observe the member of staff applying the technique.
- Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.
- Any concerns about the regime or any failure in equipment should be reported to the physiotherapist

### **Medical Procedures**

- Pupils who are disabled might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags or administering tube feeds. These procedures will be discussed with parents / carers, documented in the health care plan & will only be carried out by staff who have been trained to do so by the relevant professionals.
- It is particularly important that staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.
- Any members of staff who administer first aid should be appropriately trained in accordance with LA guidance.
- If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

### **Massage**

- Massage is commonly used with pupils who have complex needs and / or medical needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation.

- It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands, feet and face in order to safeguard the interest of both adults and pupils.
- Any adult undertaking massage for pupils must demonstrate an appropriate level of competence.
- Care plans should include specific information for those supporting children with bespoke medical needs.

### **Nappy/pad changing**

Although it is often referred to as a nappy, in the ARB we endeavour to call it a 'Pad' to draw least attention to it and respect the child's dignity. New parents will be asked to sign an Intimate Care Plan following discussion and agreement with the class teacher. The form will specify that they are responsible for providing pads, disposal sacks and wipes. The school will provide disposable gloves, aprons and waste bin. Staff must wear an apron and gloves when dealing with a child and the changing area will be wiped down with anti-bacterial spray afterwards.

### **Other relevant policies**

The following policies need to be born in mind when reading this policy:

- Safeguarding policy
- Child Protection policy
- Manual Handling Policy

This policy will be shared with all staff and be available on the staff area of the school website.

### **Reports and information**

This policy will be shared with all staff and published on our school website.

Signed..... Chair LGAB

Signed..... Head Teacher

Date.....