

POLICY FOR MANAGING INTIMATE CARE, INCLUDING NAPPY CHANGING



SIGNED:

(CHAIR OF GOVERNORS)

(HEADTEACHER)

Mytham Primary school is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do because they are too young to do so or because of a disability.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear) and changing nappies, helping a child use the toilet or washing intimate parts of the body. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act including the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

It is generally accepted that many two year old children will still be in nappies. By the age of three, most children will be in the process of toilet training or will be already able to manage their own toileting needs independently or with only a little support. However, it is inevitable that from time to time some children will have accidents and will need to be attended to. In addition to this, an increasing number of children and with disabilities and medical conditions may attend our nursery. These children will require adult assistance for their personal and intimate care needs.

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to do so. We undertake to attempt to support any training programme requested by a child's GP and/or the school doctor, nurse or parent.

Parents fill a 'Nappy Changing Consent' permission form as children enter the sparkle room or an intimate care consent form as they become toilet trained. For children in Reception Class, parents are also required to sign an intimate consent form for those occasional accidents or children with ongoing medical or developmental needs.

Parents/ carers are asked to provide a change of clothing for children in school, and intimate care items such as nappies and wipes (where needed). All Early Years staff are informed of those children where no permission is given and will contact parents if changing is required. The school also keeps a stock of spare clothes in various sizes.

At all times the member of staff pays attention to the level of distress and comfort of the child. If it is believed that the child is ill a member of staff will make the decision on whether to telephone the parent/carer at this stage.

Our intention is that the child will never be left in soiled clothing, but that as soon as a member of staff is aware of the situation, she/he will clean the child. If the parent has not completed the nappy changing consent form we will contact them immediately.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavors to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

ALL STAFF MUST USE THE PROTECTIVE CLOTHING (APRON AND DISPOSABLE GLOVES) AND ENSURE THEIR HANDS ARE CAREFULLY WASHED USING HOT SOAPY WATER FOLLOWING THE PROCEDURE.

Child Protection

The Governors and staff of Mytham Primary School recognise that children may be vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection, the Head Teacher.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures: First Five Minutes.

This policy was reviewed by the Governing Body on:

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Signed:.....

APPENDIX 1

NURSERY NAPPY CHANGING PROCEDURES

In our setting our nappy changing policy is in accordance with the family's requests and the child's needs.

Methods

A child's nappy must be changed promptly when wet or soiled. Staff must wear disposable gloves on both hands and a disposable apron for all nappy changes and a new set of gloves and apron for each child.

Both child and staff member must wash their hands after changing a nappy.

We have a designated room/area for changing nappies with a changing mat.

CHILDREN MUST NEVER BE LEFT ALONE ON A CHANGING TABLE

Procedure

1. Make sure you have a clean nappy, wipes and any other supplies before changing the child.
2. Put a new set of gloves and a new disposable apron on.
3. Assist the child to climb the steps and lie down on the changing table
4. Remove the child's nappy and put in a nappy bag and dispose of in the nappy bin.
5. Wash and dry the child using the appropriate washing materials, such as wipes which are provided by the child's parent.
6. If requested by carers/carers apply nappy cream. The parent/carers should supply their own in a named tub. Use a clean set of gloves to apply the cream.
7. Put on a clean nappy. The child may need a new set of clothes as well. These should be supplied by the parents/carers.
8. Assist the child to climb down from the changing table.
9. Wash the child's hands thoroughly with liquid soap and running water. Dry the child's hands with a disposable towel.
10. Spray the changing mat with disinfectant and wipe with paper towel ready for the next person to use.
11. Wash your hands thoroughly.
12. Write down the change on the Nappy Changing chart or child's individual care plan, as appropriate.

At all of these stages the staff member should be interacting with the child: e.g. talking about their day or singing a rhyme.

Staff changing children must inform another member of staff.

APPENDIX 2

INTIMATE CARE CHANGING PROCEDURES

In our setting our changing policy is in accordance with the family's requests and the child's needs.

Methods

A child's clothing must be changed promptly when wet or soiled. Staff must wear disposable gloves on both hands and a disposable apron for all changes and a new set of gloves and apron for each child.

Both child and staff member must wash their hands after changing a child.

We have a designated room/area for changing clothes.

Procedure

1. Make sure you have clean underwear, clothes and wipes and any other supplies before changing the child.
2. Put a new set of gloves and a new disposable apron on.
3. Remove the child's wet or soiled clothing and put straight into a plastic bag.
4. Wash and dry the child using the appropriate washing materials, such as wipes which are provided by the child's parent.
- 5 Put on clean underwear and clothing. These should be supplied by the parents/carer.
- 6 Assist the child to wash their hands thoroughly with liquid soap and running water and dry their hands with a disposable towel
- 7 Flush away excess faeces and put into a double nappy sack. This should be given to parents at the end of the session.
- 8 Wash your hands thoroughly.
- 9 Inform the parents at the end of the session.

At all of these stages the staff member should be interacting with the child: e.g. talking about their day

Staff changing children must inform another member of staff

APPENDIX 3

Mytham Little Stars

Nappy Changing Parental Consent Form

Name of child _____

I give consent for a known member of staff, at Mytham Little Stars Nursery to change my child's nappy / wet or soiled underwear during session times using the facilities in the toilet area.

I agree to provide my child's nappies, wipes and nappy sacks.

I understand that any nappy rash, soreness or other identified concerns will be shared with me and I give consent for a known member of staff to apply this.

Parent/Carer agrees to:

- ensure that my child is changed at the latest possible time before being brought to the school;
- the nursery staff using baby wipes to clean the child's genitalia (penis, testicles and anus or vagina and anus) in order to make them clean and comfortable
- a member of the nursery staff possibly being alone with the child whilst changing their nappy or clothes.
- provide the school with a named bag containing clean clothes, nappies/pull ups, wipes, nappy sacks and nappy rash cream if required.
- check their child's bag each evening at home time
- accept support from outside agencies with a programme of toilet training, if appropriate

School agrees to:

- change the child during a session should the child soil themselves or become wet
- report to the parent, should the child be distressed or any marks or a rash on skin are noticed
- wear protective gloves and a disposable apron and clean the changing facilities afterwards
- every child being treated with care and given privacy
- keeping a written record of all children who are changed; time, date and initials of staff member who changed them
- soiled nappies/pull ups will be disposed of (in bags) in an appropriate bin within the toilet area
- soiled dirty clothes will be cleaned as much as possible and sent home in a bag

Parent / Carer Signature _____

Date_____

Staff Signature _____

Date _____

Intimate Care Consent Form

Reception Class

Whilst we understand that most children in reception class will be able to toilet independently, there could be medical reasons or toileting accidents which require a member of staff to support your child. Please read the consent form below, complete it and return it to your child's class teacher.

Name of child _____

Parent agrees to:

- I give consent for a known member of staff in the reception teaching team to change my child's wet or soiled underwear during the school day.
- If my child has a medical need, I agree to provide wipes, pads etc that will be used.
- I will provide a spare change of underwear for my child in a bag with their spare clothes.
- I understand that any soreness or other identified concerns will be shared with me.
- I understand that the supporting member of staff may need to wipe my child's genitalia to ensure they are cleaned carefully.
- I understand that staff may possibly need to change my child alone in the toilet facilities within the classroom.

School agrees to:

- Change my child if made aware the child has had an accident or my child is not toilet trained.
- Report to the parent, should the child be distressed or any marks or a rash on skin are noticed.
- Wear protective gloves and a disposable apron and clean the changing facilities afterwards.
- Every child being treated with care and given privacy.
- Return home soiled clothing in a nappy bag/ disposable bag.

Parent / Carer Signature: _____

Parent / Carer name: _____

Date: _____