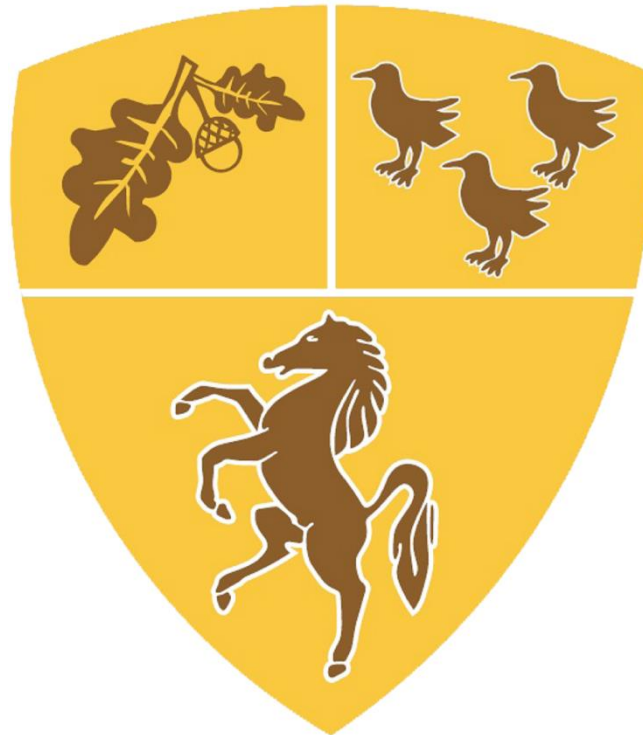


# **BLEAN PRIMARY SCHOOL**



## **Personal Care Policy**

**Policy Review Date: November 2020**

**Headteacher: Mr Ian Rowden**

**Chair of Governors: Gina Donaldson**

**Date of Next Review: November 2023**

## **Personal Care Policy**

### **1. Rationale**

The purpose of these procedures is to set out guidelines that safeguard children and staff by providing a consistent approach. Staff providing Personal Care must be aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and staff.

### **2. Introduction and General Principles.**

The staff and governors of Blean Primary School are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions and personal care needs. Blean Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

Blean Primary School recognises the need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. The child's welfare and dignity is of paramount importance. Every child's right to privacy will be respected.

Every child has the right to:

- feel safe and secure.
- be treated as an individual.
- remain healthy.
- privacy, dignity and a professional approach from all staff when meeting his or her needs.
- information and support that will enable him or her to make informed and appropriate choices.
- be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.

There may be occasions when pupils require the assistance of staff with intimate and personal care procedures. This may be necessary, for example

- During the provision of medical care
- When assisting young children with toileting
- When assisting young children with dressing/undressing, for example during PE or swimming
- On residential trips (eg nighttime needs)

The policy is drawn up in consultation with local key stake holders within the school and health care setting such as Teachers and Teaching Assistants and parents of children with Health Care Plans.

### **3. Aims**

The aims of the policy and procedures are to:

- safeguard the dignity, rights and wellbeing of children
- ensure that children are treated consistently when they experience personal care
- provide guidance and reassurance to staff
- ensure that parents are involved in planning the intimate care of their child and are confident that their concerns and the individual needs of their child are taken into account
- reassure parents that staff are knowledgeable about intimate care.

### **4. Responsibilities**

- a) Parents or carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and /or any special care needed.

If their child has a more complex medical condition, they should work with the school nurse or other health professionals and the school Inclusion Manager and/or Pupil Parent Mentor (PPM) to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical or personal care needs and potential emergencies.

- b) The Headteacher accepts responsibility, in principle, for school staff administering or supervising personal care needs during the school day .

- c) Management responsibilities

- To ensure permission has been sought from parents for staff to support their child's personal care routines.
- To provide facilities appropriate to the children's age and individual needs.
- To provide appropriate guidance, training, supervision and reassurance to staff to ensure safe practice
- Where a child has a specific condition related to personal care, appropriate training from a professional will be sought.
- To ensure that staff will receive guidance in good working practices which comply with health and safety regulations, hygiene procedures, first aid and child protection procedures.
- To keep a record of any specific training from health professionals (as appropriate) undertaken by staff and to ensure that refresher training is provided where required.
- To ensure that all staff are familiar with the schools Personal Care Policy.
- Any adult supporting with personal care will always be a member of school staff.

- To provide an Induction Programme for all new staff where appropriate and to ensure that they are made fully aware of the Personal Care procedures for the children they are supporting.
  - To ensure parents are aware of their responsibilities in supporting the school's Safeguarding Children Policies.
  - To ensure all mobile phones are locked away and no unauthorised recording equipment is in use.
- d) Staff managing the administration of personal care will receive guidance where appropriate.
- Staff must be familiar with the Intimate Care procedures.
  - Staff must adhere to the Personal Care Policy and procedures.
  - Staff must report any concerns to the Inclusion Manager.
  - Key persons will liaise with parents/carers to establish specific care routines for each child which will be set out in a Personal Care Plan (Appendix 1)
  - The Personal Care Plan will include how we will communicate toileting accidents with parents.

### **General**

Depending on their abilities, age and maturity children should be encouraged to act as independently as possible during intimate or personal care procedures. All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required.

The emotional responses of any child to intimate care should be carefully and sensitively observed and where necessary any concerns passed to the Headteacher and parents/carers.

Where a member of staff is required to initiate intimate care procedures with a child they must first alert a second member of staff to the fact, the location and the details of the care to be provided. Usually two members of staff would attend to personal care, unless otherwise agreed in writing by the child's parent/carer.

Each time intimate care is administered to a child, it should be recorded on the agreed proforma (Appendix two) which is kept in the front of the child's file.

Where a child requires regular intimate or personal care, the nature of the child's intimate care requirements and the way in which that care is best provided in line with the child's uniquely individual characteristics should be determined with parents/carers. Where possible and appropriate, also with the involvement of the child.

The additional vulnerabilities that may arise from a physical or learning disability will be taken into account and be recorded as part of the child's agreed care plan.

The plan will be reviewed annually or as needed.

## **Personal Care Procedures**

- Wherever possible, children's personal care should be attended to by a familiar adult.
- The Care Suite is to be used for supporting children with personal care plans.
- Equipment and resources needed for personal care will be stored in the unit in the Care Suite
- Allow children to care for themselves as far as possible and encourage them to carry out aspects of intimate care to promote independence.
- Protective gloves and aprons must be worn when supporting personal care routines.
- Staff will communicate with children at all times during personal care procedures, ensuring the child is consulted about routines and kept informed at all times.
- Staff will show awareness of and be responsive to the child's reaction, their verbal and non-verbal communication and signifiers.
- Staff to use the opportunities during intimate personal care to teach children and young people about the value of their own bodies, to develop their personal safety skills and to enhance their self-esteem.
- Shower to be used in cases of extreme soiling /bucket of water may be used instead/or wipes (agreed in the personal care plan)
- Parents will provide a bag of spare clothing /supplies (as agreed in the personal care plan.)
- Supporting adult will ensure hand washing procedures follow personal care interventions.
- Supporting adult to be responsible for an initial wiping of surfaces with Antiseptic cleaner.
- Supporting adult to email the Site Manager to alert that deeper cleaning is needed.
- Soiled garments must be securely wrapped in a plastic bag for return to parent unless otherwise agreed in care plan.
- Following assistance with personal care (after the pupil has been taken/sent back to the classroom) soiled equipment should be placed in black sacks which should be taken by the supporting adult to main bin.
- Where resources need replacing adult to notify office staff who will replace.
- Staff to record all Personal Care interventions in the Personal Care Record. (Appendix 2)
- The caretaker or cleaner will be responsible for deeper cleaning as required.

**PERSONAL CARE MANAGEMENT PLAN (developed from the Personal Care Management Checklist)**

<b>Pupil Name:</b>	<b>Date of Birth:</b>	<b>Condition:</b>
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**Details of assistance required:**

**Facilities and equipment: (Clarify responsibility for provision of supplies e.g. parent/school/other)**

**Staffing**

Regular	Name	Time Plan
Back up		

Training Needs (individual staff must keep signed/dated records of training received in addition to school held records. A record should be completed when training has been delivered and kept as part of the care plan.

**Curriculum specific needs:**

**Arrangements for trips/transport:**

Procedures for monitoring and complaints/raising concerns: (including notification of changing needs by any relevant party)

The current plan has been agreed by:

Name:

Date:

Role

Signature

Date for Review:

## Record of Personal Care Intervention

Child's Name.....

<u>Date</u>	<u>Time</u>	<u>Record of Procedure</u> P = as plan A = altered (give details)	<u>Staff signature</u>	<u>Second signature – only for altered procedure record</u>