



DEAN TRUST Ardwick

# MANAGING THE INTIMATE AND PERSONAL CARE NEEDS OF PUPILS Policy

**2022-2023**

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## 1. INTRODUCTION

Intimate care is considered to be any activity carried out to maintain the personal hygiene and/or health and wellbeing of a pupil where the activity involves touching or carrying out an intimate procedure on a pupil.

Examples of these care activities include:

- dressing / undressing support for PE or swimming;
- drying a pupil after swimming;
- supporting a pupil in the bathroom with toileting;
- wiping and cleaning a pupil who has wet or soiled themselves if the pupil is unable to do so themselves e.g. 'had a toileting accident' in school.
- PEG (percutaneous endoscopic gastrostomy) tube

Dean Trust Ardwick has a duty of care to pupils requiring intimate care. If a pupil requires support with personal care, the members of staff responsible as outlined in their job description will receive appropriate training to offer this support.

## 2. SCHOOL CONTEXT

The issue of intimate care is a sensitive one for both staff and parents/carers alike. It requires staff to be respectful and supportive of the pupil's needs so that parents/carers will be reassured that any procedure will be handled professionally at all times. At Dean Trust Ardwick the pupil's dignity will always be preserved with a high level of privacy, choice and control.

There will always be a high awareness of child protection issues. All staff at the school have a current enhanced DBS (Disclosure and Barring Service) check to ensure that they are suitable adults to work with pupils and young people. Staff behaviour must and will be open to scrutiny and staff must and will work in partnership with parents/carers to provide continuity of care to pupils wherever possible.

## 3. AIMS AND OBJECTIVES

Dean Trust Ardwick is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all pupils with respect when intimate care is given and staff will, at all times, strive to maintain dignity and privacy. No pupil should be attended to in a way that causes distress or discomfort.

### **Our approach to best practice**

The management of all pupils with intimate care needs will be carefully planned. Some pupils may, as a result of medical or learning needs, require support with toileting on a regular basis and if this is the case then school will write a **Personal Care Needs Plan** for such pupils.

Some pupils may rarely or even as a 'one-off' occurrence soil or wet themselves, 'have an accident', whilst in school. These pupils will not need a Personal Care Needs Plan but will be supported according to the procedures outlined within this document.

Some pupils may require the support of adults to carry out a specific procedure where a pupil has medical needs e.g. stoma care or catheterisation. In this case only a person suitably trained will undertake the procedure and this will be subject to a written protocol within a Personal Care Needs Plan agreed with parents/carers and healthcare professionals if appropriate.

Any pupil with intimate care needs will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each pupil to do as much as they can, to promote their independence.

Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers might need to be present when a pupil is toileted. Where possible, the pupil will be supported by one adult, unless there is a sound reason for having more adults present e.g. if the pupil is moved by use of a hoist and sling then two members of staff with appropriate training must be present to manage the transfer. If this is the case, the reasons will be clearly documented.

Where regular support is required the school will, if possible, attempt to ensure that the pupil will not be cared for by the same adult on every occasion; ideally there will be a rota of carers who will become well known to the pupil and who will take turns in providing care, a record of which staff member is present will be recorded each time personal care is carried out and signed/initialled by those members of staff.

Ideally, staff should only care intimately for an individual of the same sex. However, at Dean Trust Ardwick this principle may be waived due to the lack of male/female staff trained and where failure to provide appropriate care would result in negligence. If this situation was to arise parents would be contacted and suitable care plans discussed in order to meet the pupil's needs.

Where a pupil has a Personal Care Needs Plan, this will be discussed and reviewed with parents on a regular basis and, if age appropriate, with the pupil or young person. The needs and wishes of pupils and parents will be taken into account wherever possible within the constraints of staffing.

#### **4. THE PROTECTION OF PUPILS**

Dean Trust Ardwick adheres to all Education Child Protection Procedures and Inter-Agency Pupil Protection procedures. All pupils will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a pupil physically (bruises, marks etc.) or emotionally they will immediately report concerns as per the school's safeguarding procedures.

If a pupil becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into by the school's senior leadership team, parents will be consulted and outcomes recorded. Staffing schedules may be altered until the issue is resolved as the pupil's needs remain paramount. If a pupil makes allegations against a member of staff, necessary safeguarding procedures will be followed.

The expectation is that when members of staff make physical contact with pupils it will be:

- only to support a pupil in a task that they are unable to carry out for themselves;
- for the least amount of time necessary (limited touch);
- appropriate, given their age, stage of development and background;
- in response to the pupil's needs at the time;
- carried out in a manner that maintains the pupil/young person's dignity at all times.

## **5. IMPLEMENTING THE POLICY IN SCHOOL**

This document covers a number of possible scenarios that may occur in our school:

- a) a pupil requires *regular* support with dressing and/or toileting and has a Personal Care Needs Plan.
- b) a pupil does not require regular support with toileting but 'has an accident' in school – is wet (urine) and/or soiled (faeces).

### **5.1 Scenario a: pupil requires regular dressing and/or toileting support**

The school is aware that pupil with special needs or medical/physical needs may have additional vulnerabilities which must be considered when drawing up care plans for them as individuals. Regardless of age and ability, the views and emotional responses of pupil with such needs will be actively sought when drawing up or reviewing a Personal Care Needs Plan.

Any pupil requiring regular dressing and/or toileting support will have a Personal Care Needs Plan which will be agreed and signed by the parent/carer. This plan will outline who is responsible for supporting the pupil, where the support will take place, the procedure to be followed on every occasion, the resources required for the task, responsibilities for supplying these resources, any record keeping required and any training received or required. This plan allows school and parents to be aware of the complete procedure surrounding the task from the outset.

Although there may be specific requirements as reflected in Individual Personal Care Needs Plans there is a general toileting procedure that staff at school will follow. Staff will always wear single use disposable apron and gloves when carrying out the support. In the case of a pupil who has not achieved continence and requires changing, it is more appropriate to refer to 'pads' rather than 'nappies' to avoid negative perceptions about the pupil being 'at the baby stage'. As a general rule changing a pad takes place with the pupil lying down on a rise and fall changing table in the designated area.

The pupil is rolled from side to side to remove the pad, clean the area and fit a clean pad. Any wet or soiled waste e.g. pads, wipes, bedroll will be placed in a polythene waste disposal bag and sealed. The bag will then be placed in a bin (with a liner) specifically allocated for this purpose. This bin will be collected on a weekly basis as part of the usual refuse or sooner if required. This procedure will also be followed when assisting female pupils around managing their periods and changing sanitary pads.

Soiled or wet clothing will be placed in a plastic bag and sealed. At the end of the school day staff will discreetly pass this over to parents/carers if collecting their child and verbally give details of the circumstances.

## **5.2 Scenario b: Pupil not requiring regular dressing and/or toileting support**

In the event of a pupil becoming wet or soiled i.e. 'having an accident' in school, staff will quickly assess what actions need to be taken as below:

If the pupil is *wet and/or slightly soiled*, a member of staff will discreetly escort the pupil to the nearest toilet. At the same time a member of staff will action the school's procedure to clean any waste from the classroom area.

If the pupil is *heavily soiled* a member of staff will discreetly escort the pupil to the hygiene suite within the school. Here the pupil has more privacy and space for changing. Here there is also access to a rise and fall table where the student can comfortably lie down, allowing staff to carry out the support task more effectively. Cleaning will be carried out by the general procedure outlined above.

In both of the above cases staff will carry out the procedures following health and safety guidelines e.g. using gloves, aprons, bed roll etc.

Soiled or wet clothing will be placed in a plastic bag and sealed. At the end of the school day staff will discreetly pass this over to parents/carers if collecting their pupil and verbally give details of the circumstances

## **5.3 Scenario c: Pupil requiring a PEG feed**

A pupil may need support with additional feeding via a percutaneous endoscopic gastrostomy (PEG) tube. This support will require intimate care of the pupil by ways of exposing the stomach area allowing for the tube to be fitted.

A pupil requiring regular PEG feeding support will have a Personal Care Needs Plan which will be agreed and signed by the parent /carer. This plan will outline who is responsible for supporting the pupil, where this support will take place, the procedure to be followed on every occasion, the resources required, any record keeping arrangements and any training received or required. This plan allows school and parents to be aware of the complete procedure surrounding the task from the outset.

There will be specific requirements reflected in an individual Personal Care Needs Plan that staff at school follow. Staff will always wear a single use disposable apron and gloves when carrying out the support. The pupil will always be in a private room (medical or hygiene room) whilst the support is carried out to maintain privacy and dignity for the pupil.

## **6 OFF-SITE TRIPS AND VISITS**

Where a pupil has a Personal Care Needs Plan, consultation with colleagues should take place where any deviation from arrangements is anticipated e.g. on a school trip or visit as the same standard and level of facilities may not be available off site. Facilities need to be checked prior to any trip to ensure all pupils needs are met at the facility in line with their IHCP. Any deviation from the agreed plan will be documented and reported. A Risk Assessment will need to be completed by trip leader.