

St Hilda's CE Primary School

Personal Care Policy



Rationale

We believe that there is a need to provide a whole school policy on care routines for pupils in school, where these routines are of an intimate nature, to ensure that:

- We provide a high quality of intimate care for pupils, both physically and emotionally, to safeguard their wellbeing
- Recognised procedures are in place to provide guidance to staff undertaking care duties and to provide protection for both staff and pupils

Definition

Intimate personal care is seen as the physical assistance and supervision necessary to help and support a pupil to fulfil their functions in terms of personal and social needs and in accessing the curriculum

Situations may include:

- Assisting pupils to use the toilet
- Changing nappies/continence aids
- Supporting pupils in the process of toilet training

The extent and detail of assistance/supervision required will vary according to the age, independence, emotional and medical needs of the pupil concerned

Principles and Procedures

To meet the needs of identified pupils as effectively as possible, school will:

- Treat pupils sensitively and with dignity whilst encouraging them to be as independent as possible
- Assess the needs of each pupil as an individual and plan their care appropriately
- Communicate effectively with parents and keep them up to date
- Follow LA guidelines on changing procedures for pupils, where available
- Liaise with and seek guidance from external agencies as appropriate.
- Provide appropriate facilities and equipment
- Ensure staff involved in intimate care are familiar with care procedures for each pupil identified
- Ensure staff follow school hygiene procedures (see attached)
- Establish that staff must seek advice if they are unsure of care routines or any other matter

Parents should:

- Keep school staff updated about any changes in a pupil's care needs
- Provide nappies/continence aids, wipes if desired, and spare clothing as appropriate

Hygiene protocols for undertaking personal care tasks at St Hilda's



- LA guidance on changing procedures should be followed at all times
- Plastic aprons and gloves should be worn at all times
- Soiled nappies and wipes should be placed into a nappy sack before being disposed of in the designated nappy bin
- Hands must be washed after each change
- Parents should be requested to bring in further supplies of nappies when their child's stock becomes low
- Additional stocks of gloves, aprons, nappy sacks and wipes are stored in the SEN resource cupboard. The Inclusion or School Business Manager should be informed if these stocks are running low