

## **Woodborough Wood's Personal and Intimate Care Policy**

### **Our Aim**

At Woodborough Wood's Foundation School, we aim to meet the needs of all our children and promote their independence and well-being. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

### **What does Personal Care mean?**

Personal Care is defined as the tasks which involve touching, which is more socially acceptable and it is non-intimate and usually has the function of helping with personal presentation. This may involve skin care, applying external medication, feeding, hair care, dressing and undressing clothing. It can also mean washing non-personal parts of the body and prompting a child to go to the toilet.

### **What does Intimate Care mean?**

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas i.e. wiping a bottom which some children may need support in doing because of their young age, physical difficulties or other special needs. Where a child has intimate care needs, a designated member(s) of staff takes responsibility to provide their care. We address these issues on an individual basis.

### **A Personal & Intimate Care Plan**

A child may have a Personal & Intimate Care Plan written for them if they require care at a Personal and/or Intimate capacity. After all, it states in the UN Declaration of Human Rights that:

- Every child and young person has the right to feel safe and secure
- Every child and young person has the right to be treated as an individual
- Every child and young person has the right to remain healthy
- Every child and young person has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs.
- Every child and young person has the right to information, in a format that is understandable, and support relevant to their needs, which will enable him or her to make informed and appropriate choices.
- Every child and young person has the right to be accepted for who they are , which is inclusive of their age, gender, ability, race, culture, religion or belief and sexual orientation
- Every child and young person has the right to information and procedure, in a format that is understandable, for any complaint or queries he or she may have regarding their personal and intimate care.

At the heart of a Personal and Intimate Care plan is a striving to promote independence for the child/children involved. As a school, we intend to offer the best possible care to build trust between designated adult and child and to maintain the trust between parent and adult. A child who is consistently needing assistance in relation to Personal and Intimate Care will have a Personal and Intimate Care Plan written for them tailored to their need. If a child has an 'accident' at school which is a 'one off', an adult will be able to assist in helping that child in the completely professional way. If a child has needed help with meeting intimate care needs (had an accident), it is treated as confidential and shared with the parents in person at the end of the day. A generic Personal and Intimate Care Plan is stored at school and all adults working at our school have read and understood its requirements. They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene. The Nottinghamshire County Council's proforma of a 'Personal and Intimate Care Plan' is attached to this policy.

### **Parental Involvement**

If a child at our school requires a Personal and Intimate Care Plan, the parent will work with the child's teacher and SENCo to create the care plan. The Personal and Intimate Care plan takes into account the needs of the child, the designated adult to address the needs of the child and a step by step guide to inform adults on how we meet the needs of these children.

### **What does a Personal and Intimate Care Plan look like in practice?**

The designated adult who provides the care (in most cases: the child's key person or TA) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development. The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.

The location for Personal and Intimate Care is carefully planned and promotes continuity and ownership of certain spaces. It also makes the child/children involved feel secure in a particular environment. Children should also be given privacy during intimate care procedures i.e. a screen, a door kept 'ajar' out of the eye contact of the adult but near enough to hear whether the child requires assistance.

Protective clothing will be worn during Intimate Procedure to show respect and to promote the child's dignity. Gloves will also be worn by the designated adult for hygiene reasons.

### **Role of the SENCo and outside agencies**

The SENCo will work closely with outside agencies and utilize their knowledge and expertise where necessary. The SENCO, coordinates this approach.

**Monitoring and Review**

The Class Teacher and SENCo will review the Personal and Intimate Care Plan at the end of each term and will liaise with the parent of the child over the effectiveness of the care provided for the child. It could therefore change depending on the children's circumstances. The Personal and Intimate Care Policy will be reviewed annually.

**Safeguarding**

If a member of staff has any concerns about physical changes in a pupil e.g. marks, bruises etc. this will be immediately reported to relevant members of staff responsible for safeguarding.

This policy should be read in conjunction with Woodborough Wood's Foundation School's Safeguarding Policy, Touch Policy and Equality Policy.

Policy created by Mr T Flint (Class Teacher/SENCO)

**Date:** September 2014

To be reviewed July 2015.

## INDIVIDUAL ASSESSMENT PERSONAL AND INTIMATE CARE PLAN

<b>Name</b>		<b>Male</b>	<input type="checkbox"/>	<b>Female</b>	<input type="checkbox"/>
<b>D.O.B</b>		<b>Condition</b>			
<b>School / setting</b>					
<b>Child or young person's preferred method of communication?</b>					
<b>Does the child or young person have any allergies or sensitivity? (Refer to health care plan)</b>					
<b>Does the child or young person require assistance with mobility or transfers (refer to manual handling assessment and subsequent safe systems of work)</b>					
<b>Does the child or young person have any religious or cultural needs?</b>					

PROCEDURE			Named / trained staff  e.g. 1:1 / departmental staff
<b>Eating and drinking</b>	Assistance required at mealtimes	<input type="checkbox"/>	
	Supervised at meal times	<input type="checkbox"/>	
	Nasal gastric tube feed	<input type="checkbox"/>	
	Gastronomy feed	<input type="checkbox"/>	
	Continuous pump feed	<input type="checkbox"/>	
	Periodic pump feed	<input type="checkbox"/>	
	Manual feed	<input type="checkbox"/>	
	Other specialist feed	<input type="checkbox"/>	
<b>Airways / suction</b>	Oral	<input type="checkbox"/>	



Nottinghamshire  
County Council

Nottinghamshire County Council		Tracheotomy	<input type="checkbox"/>	
<b>Medication:</b>  <b>Emergency and / or routine</b>	Epipen	<input type="checkbox"/>		
	Oral	<input type="checkbox"/>		
	Rectal e.g. diazepam, ACE procedure	<input type="checkbox"/>		
	Suppository	<input type="checkbox"/>		
	Supervised medication	<input type="checkbox"/>		
	Administered	<input type="checkbox"/>		
	Supervised	<input type="checkbox"/>		
	Dressings	<input type="checkbox"/>		

<b>Toileting</b>	Rectal procedure e.g. enema	<input type="checkbox"/>	
	Catheterisation	<input type="checkbox"/>	
	Supervised catheterisation	<input type="checkbox"/>	
	Pad change(day and/or night)	<input type="checkbox"/>	
	Menstruation	<input type="checkbox"/>	
	Assistance with toileting	<input type="checkbox"/>	
	Supervised toileting	<input type="checkbox"/>	
<b>Personal care</b>	Washing	<input type="checkbox"/>	
	Showering	<input type="checkbox"/>	
	Dressing	<input type="checkbox"/>	
	Cleaning e.g. gastronomy site	<input type="checkbox"/>	
	Teeth	<input type="checkbox"/>	
	Shaving	<input type="checkbox"/>	
	Hair / styling	<input type="checkbox"/>	
	Lotions / creams	<input type="checkbox"/>	
<b>Behavioural</b>	Social/emotional	<input type="checkbox"/>	
	Sexual awareness	<input type="checkbox"/>	

## SAFE SYSTEM OF WORK

**IT IS ASSUMED THAT THE NAMED STAFF FOLLOWING THESE SYSTEMS OF WORK HAVE BEEN TRAINED TO CARRY OUT ALL TECHNIQUES DOCUMENTED**

**PROCEDURE:**

**Pupil's level of ability:**

Independent	<input type="checkbox"/>	Fully assisted 1 carer	<input type="checkbox"/>
Independent / supervised	<input type="checkbox"/>	Fully assisted 2 carers	<input type="checkbox"/>
Partially assisted 1 carer	<input type="checkbox"/>	Fully assisted more than 2 carers	<input type="checkbox"/>

**Environment required:**

e.g. adapted bathroom, medical room, bedroom, dining room

**Equipment required:**

e.g. gloves, toiletries, special crockery / cutlery

<p><b>Detailed description of procedure:</b></p>

**Date assessed:**

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**Assessor's signature:**

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**Child or young person's signature:**

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**Parent / Guardian's signature:**

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**Proposed review dates:**

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