

## Intimate Care Policy

This policy should be read with due regard to 17-Child Protection and Safeguarding Policy

### **Rationale**

Somerville Nursery 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. We recognise that there is a need to treat all children with respect and privacy when intimate care is given. All staff at Somerville Nursery School are committed to Safeguarding our pupils. The child's welfare and dignity is of paramount importance. This policy should be read in conjunction with our Child Protection Policy

### **Definition**

Intimate care refers to changing nappies and clothing, administering feeds, washing, toileting and administration of medication. Administration of medicines is detailed within our policy "Supporting Pupils at school with Medical Conditions"

### **Training**

Staff who provide intimate care are trained to do so (Child Protection and Health & Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

### **Operation**

Staff will encourage each child to do as much for him/herself as he/she can. E.G helping with pulling on and off clothing. Each child's right to privacy will be respected. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. It is not usually practicable from the point of view of staffing resources for there to be two members of staff involved with a child for intimate care unless for health and safety reasons e.g. with a child who is ill or difficult to move or handle. The best interests of the child need to be considered in making such decisions on staff. Whilst the presence of two people may be seen as providing protection against a possible allegation of abuse against a member of staff, it further erodes the privacy of the child.

Two staff may be required to handle a child on and off the bed if the child is not able to access the bed independently or use the steps to the changing bed.

Staff should advise another member of staff when a child is taken to be changed.

Where possible the same child will be cared for by the same adult on a regular basis; supply staff will not undertake intimate care.

## **Method**

All children should keep spare clothes and underwear in school and a supply of nappies if being used.

Staff will take F1 children into the small playroom toilets to be changed. 2 Year olds will use baby change area. When changing nappies or assisting with toileting, strict hygiene procedures must be followed.

- All equipment should be gathered before changing so the child is not left unattended.
- Children should not be left unattended on a changing bed
- Baby change mats or rise and fall bed **MUST** be sanitised before and after use. ( COSHH school products only )
- Disposable blue paper to be put down before changing
- Staff to wear disposable apron and gloves
- Staff will use disposable baby wipes
- Soiled nappies to be disposed of in nappy bin, wrapped in a nappy sack
- Staff and children must wash their hands after change
- Children who are heavily soiled will be showered and parents informed.
- Rooms may need to be sprayed with odour neutraliser (COSHH school approved spray only )

## **Medical needs**

Application of medicines e.g. nappy rash wrap cream will be administered with regard to “Supporting Pupils at School with Medical Conditions” and parental consent will be obtained.

Pupils requiring tube feeding will follow hygiene procedures, and feed will be administered in an area suitable for the child’s needs and planned for as part of an Education Health Care Plan (EHCP)

## **References:**

Somerville Federation’s Child Protection and Safeguarding Policy March 2018  
Keeping Children Safe in Education Updated September 2016  
Supporting Pupils at School with Medical Conditions December 2015 and Updated August 2017