

**St John Fisher and Thomas More Primary and Nursery
School**

**INTIMATE CARE POLICY AND TOILETING
PROCEDURES**



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Intimate Care Policy and Toileting Procedures

Definition of Intimate Care:

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the intimate parts of the body'.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use a potty or toilet
- Changing nappies
- Cleaning / wiping / washing intimate parts of the body

Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation'.

Personal care tasks specifically identified as relevant include:

- Feeding
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet.

Policy statement

Children's intimate and personal care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own care needs should therefore be part of a general approach towards facilitating participation in daily life.

Within this context, it is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be treated with dignity and respect and given privacy. No child will be excluded from participating in the nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. To facilitate this, work will be carried out with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. Toilet training is seen as a self-care skill that children

have the opportunity to learn with the full support of adults.

Toileting and Changing Procedures in Nursery

Nursery has a designated 'Changing area'. Changing areas are warm and a designated changing unit is used for those wearing nappies (located in the toddler room). Children wearing pull ups or who have had a toileting accident will be encouraged to do a 'standing or sitting change' and sit on the potty or toilet inbetween staff removing the soiled pull up and putting a new one on. These standing changes are completed in the toilet equipped with a handle for the children to hold during the change.

All staff are familiar with the hygiene procedures and follow them out when changing nappies:

- Each young child brings their own bag with their nappies or 'pull ups' and changing wipes;
- Schools has a supply of 'spare' nappies and wipes if parents forget to pack nappies in the child's bag. Parents who frequently do not supply nappies and wipes will be charged for nappies and wipes used from school supply.
- Nappy changing times are 10.00am and 1.30pm in Nursery 2. The staff member in the role of manager will be responsible for changing nappies/toilet accidents. Although we have set changing times in Nursery 2, any child heavily soiled between these times will be changed immediately by the manager. In our 2 year old provision, children only stay for 3 hours at a time and therefore, there are no set change times. Children will instead be changed when needed if heavily soiled or wet.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- Nappies and 'pull ups' are disposed of hygienically. Nappies and 'pull ups' are bagged and placed in the nappy bin which is emptied on a weekly basis by a waste disposal service;
- Staff must always ensure they are in sight of a second member of staff; no doors are to be closed.
- The nappy changing log is completed for when each child is changed. Staff members state the child's name, date, time, type of bowel movement and any additional information necessary;
- Staff must inform parents and record any rashes or concerns (constipation etc) noted during the change. Parents will sign next to the log to confirm staff have informed them of any rashes or concerns.
- In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children e.g. climbing up and down the steps, and helping with clothing;
- Children who are undergoing potty training are encouraged to use the toilet/potty with the aid of a step or seat when necessary at nursery;
- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet/potty;

- Children should be encouraged to wash their hands with soap and water and have paper towels to hand;
- Older children access the toilet when they have the need to and are encouraged to be independent;
- Good hygiene routines are encouraged, regarding toilet flushing, use of toilet paper and hand washing; and
- Staff support bottom wiping where needed, in a positive and encouraging way. Staff wear gloves and an apron if necessary.

Transition to the main school

Whilst the vast majority of children are toilet trained by the time they reach statutory school age, if a child still requires assistance, the same principles will apply. Parents will be informed if their child has an accident during the school day and the child will be provided with a change of clothes. In exceptional circumstances, a parent may be asked to come into school to help with changing and cleaning. For example, this may be the case if the child is upset, resisting help from staff or where the level of soiling is significant.

If a child has an accident and usually wears underwear in Reception, staff will support them in changing themselves. The child will get changed inside a toilet cubicle to protect their dignity with the member of staff handing them their clean clothing. They will be encouraged to wipe themselves using toilet roll or wet wipes and adults will only support where necessary. Staff will place soiled clothes in a nappy sack and place inside the child's bag. The main toilet door to the classrooms will be left open to enable a second member of staff to be in sight of the adult supporting the change.

Children with identified SEND who require continued support in intimate care will have an individual care plan detailing how school will facilitate this.

Signed: (Headteacher)

Date:

Submitted and agreed by Local Governing Body on

Date:

Signed: (Chair of Governors)