



## **Kingsway Infant School**

### **Intimate Care Policy**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out for themselves. However, some children are unable to do because of their young age, physical difficulties or other special needs. This may include care associated with continence, ordinary tasks such as help with washing, toileting or dressing and the supervision of children involved with intimate self-care.

#### **Procedure**

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding, permission should be sought before starting an intimate procedure. All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do, as much for him/herself as possible, a second member of staff will always be present and aware of the task being undertaken.

#### **Individual Health Care Support Plan (IHCP)**

Children who require regular assistance with intimate care will have written care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. These plans may include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. Any historical concerns should be noted and taken into account. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. Wherever possible, the needs and wishes of children and parents/carers will be taken into account within the constraints of staffing and equal opportunities legislation.

#### **Communication**

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). This is recorded in the Accident Report Book (including all names of staff present); the 'Accident/Incident/Illness Report Slip' top copy will be **handed** to the parent/carer by the Class Teacher/Teaching Assistant at the end of the school day.

Clean clothes will be made available by the school and the soiled/wet clothing sent home. We politely request all borrowed clothing be returned, washed and dried, to school as soon as possible.

## **Confidentiality**

It is recommended practice that information on intimate care should be treated as confidential, with all staff aware of the school's Confidentiality Policy. Sensitive information will be shared only with those who need to know.

If necessary, advice will be taken from the local council regarding disposal of large amounts of waste products.