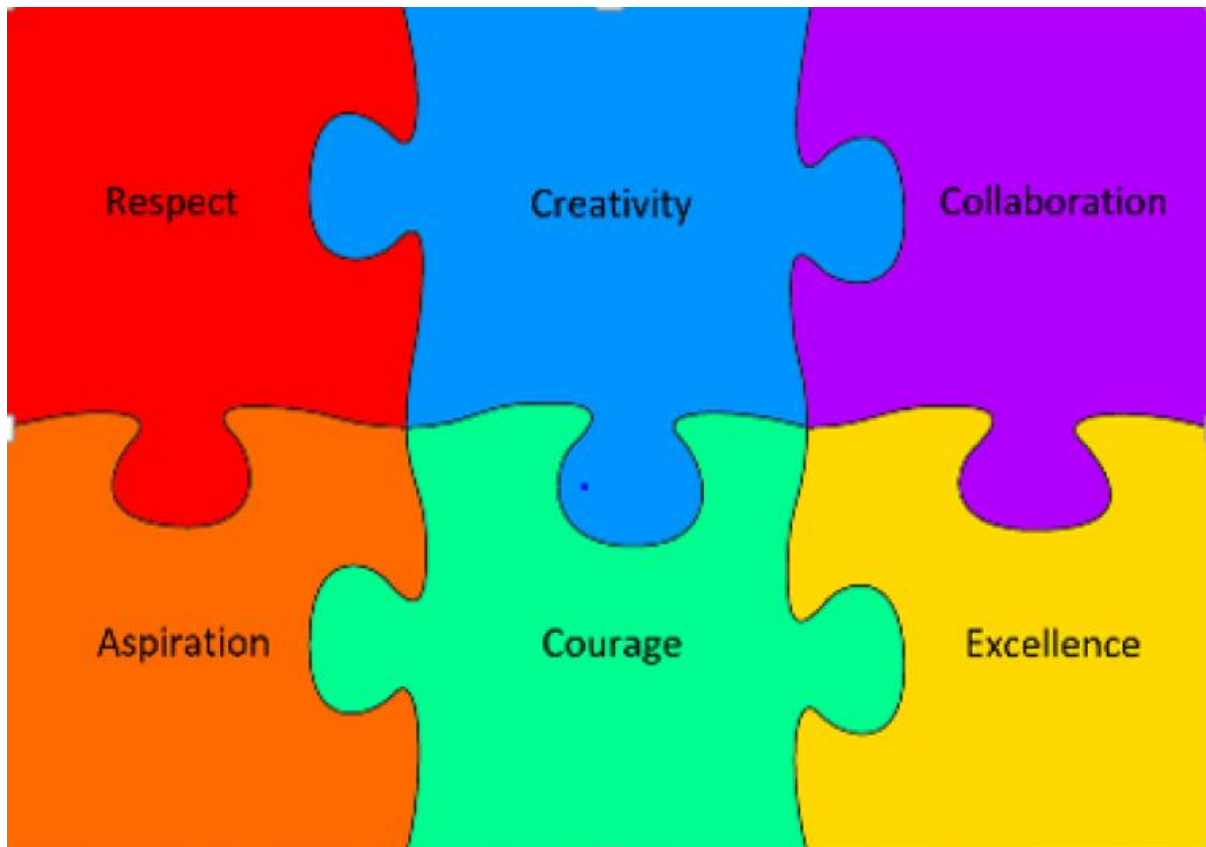


Randlay Primary School & Nursery

Working Together as One



Intimate Care Policy

This includes procedures to follow when dealing with children who have wet or soiled themselves in school

Written January 2016

Reviewed / updated annually

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing and the procedures to follow when dealing with a child who have wet or soiled themselves in school.

The Disability Discrimination Act (DDA 2001 amended 2005)

In line with the above named Act, Randlay Primary School & Nursery will ensure:

- no child who has not achieved continence regardless of age will be refused admission or be treated any differently to those who have;
- no child will be sent home or have to wait for their parents due to incontinence;
- adjustments will be made for any child who has delayed continence.

Aims

The aims of this policy and associated guidance are:

- to safeguard the rights and promote the welfare of children;
- to provide guidance and reassurance to staff who are required to change a child's nappy / underwear;
- to assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account;
- to protect children from discrimination and ensure inclusion for all.

Basic Principles

At Randlay Primary School & Nursery we will bear in mind the following principles when nappy changing or dealing with children who have wet or soiled themselves:

- children have the right to feel safe & secure;
- children will be respected and valued as individuals;
- children have a right to privacy/dignity when staff are meeting their needs;

- under **no circumstances** will a child be asked to clean up their own body fluids or those of other children.
- Children will be encouraged and supported to be as independent as possible in all their care tasks. However, we fully understand that during toilet training children need to be supported and help will be given as appropriate, such as undoing clothing and sitting on the toilet seat.
- When children first start Nursery staff will ensure they are accompanied to the toilet but as they become independent we will encourage children to toilet themselves.

Vulnerability to Abuse

We will ensure that all staff at Randlay Primary School & Nursery are familiar with our Safeguarding children policy and procedures to protect children from any form of abuse.

They will also be made aware that they are vulnerable to accusations of abuse whilst attending to nappy/ underwear changing procedures and therefore should act in accordance with agreed procedures.

Working with Parents/Carers

At Randlay Primary School & Nursery we will work with parents when attending to nappy / underwear changing routines.

- We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school.
- Parents are made aware that the early years team are on hand to offer advice on how to toilet train and are put into contact with relevant support if wanted. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.
- If a child has any disability or medical needs that may affect their personal care routine, an Individual Provision Map and/ or Health Care Plan will be drawn up in agreement with parents/carers;
- Any significant observations made during a nappy / underwear changing procedure will be notified to the parents at the end of the session / day (i.e. badly soiled nappy/underwear strong urine etc.)

Protection for Staff

- staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy under toilet and nappy / underwear changing;
- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the Class Teacher and recorded;
- where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Class Teacher immediately;
- Risk Assessments will be carried out for Toileting and Nappy / underwear changing.

Procedures

If a need should arise in the School or Nursery, staff will be trained in the area of Intimate/Personal care for children with **specific needs and procedure for safe moving and handling**.

Nappy Changing Procedure

At Randlay Primary School & Nursery we will follow the Nappy/underwear changing procedure below:

- Gather all the necessary items needed before each nappy / underwear change, for example, nappy/ clean pants, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent). Spare clean underwear can be found in school in Base 1 and Base 4, also spare clean clothes in case of accidents;
- Comfort and reassure the child, talk through what the adult is doing and ensure the change is completed swiftly and discreetly to ensure the child does not feel unduly embarrassed or upset;
- for nappy changing, wash and dry your hands;
- for all changing put on gloves and apron. You should use a new set of gloves and apron for each nappy/ underwear change;

- for nappy changing, cover the changing mat with blue roll paper, place the child on a nappy changing mat, remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack;
- for underwear changing, change the child in the Disabled Toilet in the Office area of school. If able to, allow the child to remove their own underwear, and change into clean dry underwear / clothes. If not, help the child to remove their clothing to access the wet / soiled underwear. Remove and place it inside the nappy sack / small white bin liner;
- soiled clothes are to be bagged and sent home. They should not be rinsed by hand;
- for nappy changing, using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin;
- put on a clean nappy and apply cream if necessary (see above);
- take off the gloves and apron and place them in a pedal operated bin;
- dress the child;
- help the child to wash their hands if necessary using liquid soap, warm water and paper towels/hand drier;
- wash your hands using liquid soap, warm water and paper towels/hand drier;
- take the child back to the classroom;
- return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.

Nappy / underwear changing requirements in school

- pedal operated/ hands free bin specifically for nappy disposal;
- tie-bags for wet / soiled underwear / clothes:
- nappy changing mat;
- box/bag for nappies, wipes and so on;
- box / bag for spare clothes/underwear (age appropriate);

- privacy sign on the door;
- disposable aprons;
- blue roll paper ;
- disposable gloves;
- nappy sacks;
- anti-bacterial spray;
- paper towels;
- liquid soap;
- pedal operated bin for paper towels.

The following information has been taken from the Health Protection Agency Guidance on Infection Control in Schools and Early Years Settings (April 2010).
Personal Protective Equipment (PPE).

Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/ body fluids (for example, nappy or pad changing).

Laundry

Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

THE FOLLOWING IS A COPY OF THE HOME-SCHOOL PARTNERSHIP AGREEMENT

All parents are asked to provide spare clothes in a bag regardless of whether their child is toilet trained.

Parents are expected to provide a bag with a suitable amount of nappies, wipes and any cream needed.

If a child requires cream administering the parent is expected to sign a permission form beforehand.

The Parent/Guardian

- I agree to ensure that my child is changed at the latest possible time before being brought to school
- I agree to providing the setting/school with spare nappies, wipes and a change of clothing
- I have read the intimate care policy, I understand and agree the procedures that will be followed when my child is changed at school.
- I agree to inform the school should the child have any marks/rash

The school:

- We agree to changing the child during a session should the child soil themselves or become uncomfortably wet.
- We agree to monitor the number of times the child is changed.
- We agree to report should the child be distressed, or if marks/rashes are seen

SIGNED _____ **Parent/Guardian**

DATE _____

MONITORING and REVIEW

It is the responsibility of the staff to follow this policy. The Senior Leadership Team will carry out monitoring on the early years as part of the whole school monitoring system.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.

Randlay Primary School and Nursery

January 2026