



# Intimate Care Policy

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## Intimate Care Policy

### Rationale

At Fairfield we intend to provide a safe, secure, caring environment; we believe that all our children and young adults have the right to independence, choice and inclusion. The care of our pupils is an essential component of our daily routines. The quality of their relationships with others is key to their healthy development and emotional well being. Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact. Examples include care associated with continence and menstrual management as well as personal assistance with washing and showering. Intimate care can involve risks for children and adults as it may involve staff touching private parts of a pupil's body. It may be unrealistic to expect to eliminate these risks completely, however best practice will be promoted and all adults are encouraged to be vigilant at all times. Intimate care can involve risks for children and adults as it may involve staff touching private parts of a pupil's body. It may be unrealistic to expect to eliminate these risks completely, however best practice will be promoted and all adults are encouraged to be vigilant at all times.

Fairfield School is committed to ensuring that all staff responsible for the care of our pupils will undertake their duties in a professional manner at all times. Staff are provided with guidance on this and should act at all times as caring professionals allowing pupils to develop independence wherever possible. Please ensure you are familiar with the guidance and systems outlined in each individual's care plan. Due to the nature and needs of many of the pupils at Fairfield there are occasions when it is entirely appropriate for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils it should be in response to their needs at that time. Where possible, staff should seek the child's permission, or inform them before initiating contact.

A pupil's dignity will be preserved and a high level of privacy, choice and control will be provided. Fairfield School is committed to ensuring that all staff involved in intimate care of pupils will undertake their duties in a professional manner at all times. All staff needs to respect the school's confidentiality procedures. Sensitive information will only be shared with those who need to know.

School and NHS staff are trained in medical skills e.g. gastrostomy, suction, oxygen, paediatric first aid, epilepsy, medication administration etc. Ongoing medical assessments ensure that pupils are as fit as possible.

### Principles for Intimate Care

- Needs vary between individuals; intimate care should always be provided sensitively. Each pupil's right to privacy will be respected. Careful consideration will be given to each individual's situation to determine how many staff need to be present when a pupil requires support with intimate care
- Intimate care is a regulated activity, all staff designated to do this role should have all appropriate pre employment and vetting (including DBS checks) completed and in place
- All staff should have appropriate guidance and training
- This role should **never** be provided by volunteers
- The pupil's privacy, dignity and appropriate confidentiality should be paramount
- A pupils age, gender, abilities, religion and cultural issues should be considered
- Where concerns exist about staff vulnerability during intimate care, a care plan needs to be completed and appropriate safeguards put in place

## **Toilet and Changing**

There are fully equipped toilets, and showering and changing facilities in each department.

There are moving and handling hoists in most rooms. Every pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many staff might need to be present when a pupil needs help with intimate care. It is not always necessary for two members of staff to assist with an intimate care procedure, and this does not always take into account of the pupil's privacy. It is advisable, however, for a member of staff to inform a colleague when they are going to assist with intimate care.

The need for pupil privacy is important; however, it must be taken into consideration the need to protect staff from allegations, and pupils from possible inappropriate touching. We should ensure privacy and respect for all our pupils in toilet and changing areas:

- whenever practical and safe toilet doors should be closed
- whenever practical pupils should be toileted and changed separately
- people visiting the school should not walk through toilet/changing areas when occupied
- whenever practical the preferences of the pupil should be acknowledged eg. same sex staff
- where possible provide the pupil with supervision and guidance, intervening only where necessary, or if the pupil asks for help

Infection prevention and control measures need to be adhered to at all times to reduce risk the of transmission of infection.

For each individual pupil staff must:

- use a new pair of gloves
- use a new apron
- clean the changing bed
- wash your hands

## **Menstruation**

When a female pupil is commencing her monthly periods, whilst at school, they will be supported and cared for by a familiar female member of staff.

## **Consistency of Approach**

- Any personal care plans are followed, and updated as necessary
- Be aware of general hygiene and the safe disposal of nappies/pads, and waste into appropriate bins
- Be aware of own personal hygiene and use of appropriate aids eg. gloves, aprons etc.
- Be aware of any pupils who could have an allergy to products eg. wipes, gloves. creams etc. Occasionally pupils may need 'special wipes, creams to be used and the relevant staff need to be aware of this information. **Creams only to be used with permission from parents/carers**
- Ensure females (and males that are catheterised) are cleaned from front to back
- Encourage as much independence as possible

## **Physical Assistance**

- Staff need to give verbal, and physical prompts where required before touching, moving or handling pupils
- Follow plans provided by therapists regarding individual's pupil's moving and Handling
- Always use equipment recommended to assist with moving and handling
- Where appropriate, all pupils will be taught personal safety skills carefully matched to their level of understanding and development.

### **The Role of Students or Volunteers**

- Students or volunteers should not assist with toileting pupils
- Must not assist with any feeding requiring medical training
- May assist at lunch times with the guidance of ETA support
- Must be supervised and not be put in a situation when they are alone with pupils
- Must not lift or manually handle a pupil

### **Pupil Voice**

There is appropriate communication with each pupil who needs supporting with their intimate care in line with their preferred means of communication (verbal, signing, symbols etc.) to discuss their needs and preferences. Pupils have the right to request the support from a particular member of staff, or a particular sex. Principles

### **Feeding and Eating**

- All procedures to be kept up to date with information from health professionals and parents
- Care plans indicating emergency procedures to be put in place if possible choking may be an issue
- Social interactions at snack and lunch times should be encouraged
- Hygiene procedures must be adhered to

### **Injuries**

In the event of a pupil being hurt at school, first aid will be given where appropriate by a trained first aider; there are also paediatric first aiders in school. First aid boxes are placed in each department, and throughout school. A record of any accident will be documented by the first aider and it is the teacher's responsibility to notify the parents. Whatever the injury the pupil incident (blue) forms also needs completing. Nursing staff will advise should a situation be more serious.

### **Religious**

The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices.

### **Administration of Rectal Medication**

Pupils, who require the administration of any medication rectally, will receive it when required, with parental agreement by staff that are trained and willing to undertake this level of care.

### **Headlice**

Staff at school do not undertake routine examinations of pupils with head lice or resulting treatment, but they do observe closely for signs of infestation. If head lice are seen the entire pupil in that class will take a letter home informing the parents and requesting immediate treatment. Appropriate information is available to staff and parents where necessary

**This policy should help to maximise the care of all our pupils and minimise concerns that staff may have in the intimate nature of the work they have to undertake. In the events of any doubts a DSL should be consulted.**