



Personal Care Policy

CAPELLA HOUSE SCHOOL

PERSONAL CARE POLICY

Governors' Committee Responsible	Pupil Pastoral & Wellbeing
Status	Non-Statutory
Review Cycle	Three yearly
Date written/last review	April 2019
Date of next review	Spring 2022



Principles

Capella House School is committed to ensuring that all staff responsible for the intimate personal care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Capella House School recognises that there is a need to treat all pupils with respect and privacy at all times when intimate care is given. The pupils' welfare and dignity is of paramount importance. Staff will work in close partnership with parents/carers to share information and provide continuity of care.

This policy supports the safeguarding and welfare requirements of Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and the Equality Act 2010. Capella House School will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities;
- No child with a named condition that affects personal development will be discriminated against;
- No child who is delayed in achieving continence will be refused admission;
- No child will be sent home or have to wait for their parents/carer due to incontinence;
- Adjustments will be made for any child who has delayed continence.

Definition

Intimate care can be defined as an activity which meets the personal care needs of a pupil.

Examples include care associated with continence and menstrual management, as well as tasks such as help with toileting, changing nappies, washing and dressing. For pupils in the early years and primary school, it may include assisting with wiping intimate personal areas, whilst in the secondary school it may involve prompting a pupil to do so. It also includes supervision of pupils involved in intimate self-care.

Partnership with Parents/Carers – Staff/Pupils' keyworkers at Capella House School work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a personal care plan.

The Personal Care Plan will set out:

- What care is required;



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- Number of staff needed to carry out the task and gender preference (if more than one person is required, the reason will be documented);
- Additional equipment required;
- Pupil's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions;
- Pupil's level of ability i.e. what tasks they are able to do by themselves;
- The acknowledgement and respect for any cultural or religious sensitivities related to aspects of intimate care;
- How it will be regularly monitored and reviewed in accordance with the pupil's development.

Parents/Carers are asked to supply the following:-

- Spare nappies/pads;
- Wipes, creams, nappy/pad sacks etc;
- Spare Clothes;
- Spare underwear.

Best Practice

All staff in the school must follow the procedures and advice outlined when carrying out personal care of pupils:

1. Ensure they are aware of the **Child Protection Policy – Safeguarding Children and Vulnerable Adults** and the **Medicines Policy** and procedures in place within the school. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding & Child Protection Policy will then be implemented. If concerned about a pupil's actions or comments whilst carrying out intimate care, this should also be discussed with the school's designated safeguarding lead(s) (Lynn Majakas in the first instance);
2. If a pupil makes an **allegation** against a member of staff, the procedure set out in the Child Protection Policy will be followed;
3. If the pupil requires assistance with personal care regularly, a **personal care plan** should be in place which is agreed and signed by their parent. Two or three members of staff should be identified who will carry out this care. They should ensure that this care is shared so that the pupil is not always assisted by the same person.



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4. Use the nature of the incident/care required and knowledge of the pupil to make a judgement on **how many adults should be involved** in personal care. In some cases it may be advisable to have two adults in attendance, particularly depending on the gender of the pupil. This could also be in cases where the pupil is vulnerable or where knowledge of the pupil or family indicates there could be difficulties/allegations made.
5. If possible a pupil should be assisted/supervised in a **disabled toilet/hygiene room** to allow for privacy/supervision.
6. Consider the **dignity of the pupil** and allow them to make a decision on how they would like to be assisted. Ask the following if relevant:
 - Would you like some help?
 - Would you like me to help or who else would you like to help?
 - What would you like me to help you with?
 - Would you like me to come with you and wait outside the door in case you need any help?
7. When personal care is given, the member of staff should **explain fully** each task that is carried out, and the reason for it.
8. Pupils should always be encouraged to carry out personal care as **independently** as possible with praise given when they achieve.
9. When **unplanned personal care** is required, a second member of staff (eg. class teacher or teaching assistant) must be informed of what is happening and if necessary assist.
10. A **bag of equipment** for use during unplanned personal care will be kept in the Hygiene and Health & Wellbeing Rooms. This will contain gloves, wipes, bags for putting soiled clothing in and sanitary towels. If any of these items are used they must be replaced. Spare underwear and clothing will also be kept in the Hygiene Room. The supplies in the cupboard will be monitored and replenished as needed by the Wellbeing TAs.
11. **Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by double bagging and placing in the sanitary refuse bins/Hygiene Room refuse bin. When dealing with body fluids, staff must wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterward. Soiled pupils' clothing will be



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double bagged to go home – staff will not rinse it first. Pupils will be kept away from the affected area until the incident has been completely dealt with.

12. All staff will maintain **high standards of personal hygiene** and will take all practicable steps to prevent and control the spread of infection.
13. If it is suspected that the pupil has soiled themselves and it is denied by the pupil, the matter should be **referred to the parent/carer for advice**. They may be asked to come into school to assist the pupil and staff.
14. If a pupil has been assisted with personal care which is not planned, a **parent must be contacted as soon as possible** to inform them of what has happened and how the pupil was assisted.
15. If a pupil has been assisted with personal care which is not planned, this should be **recorded and dated in the Personal Care Notebook** held in the Health & Wellbeing Room by the member of staff carrying out the care.
16. **Confidentiality** should be maintained at all times between pupil, school and parent/carer.

This policy aims to manage risks associated with toileting and the intimate personal care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Other Policies in this Portfolio:

The Child Protection Policy – Safeguarding Children and Vulnerable Adults

Health & Safety & Risk Assessments

The Medicines Policy

Equalities Policy

EYFS