

**SOMERSET NURSERY SCHOOL AND
CHILDREN'S CENTRE**

INTIMATE CARE POLICY

Policy Updated.....2014.....

Read by Staff.....yes.....

Read by Governors.....

Due to be updated...Oct 2016.....

From Statutory Framework (EYFS) p36

There should be suitable hygienic changing facilities for changing any children who are in nappies and providers should ensure that an adequate supply of clean bedding, towels spare clothes and any other necessary items are always available.

Aims

- For all children to be safe, and to feel safe, and to be treated with respect and sensitivity.
- For children's personal needs to be met when necessary, and for them to be able to develop self control and confidence in dealing with their own personal needs when appropriate.
- To maintain high standards of health and safety.
- For all staff to maintain a professional approach when meeting children's needs.
- For all intimate care procedures to be carried out in a relaxed manner which makes the child feel as comfortable as possible.
- To prevent the spread of infection by providing all staff with clear procedures for nappy-changing.
- To encourage and promote good hygiene practice.

What is intimate care?

Intimate care is any procedure which involves washing, touching or carrying out any invasive procedure to a child's intimate personal areas. This would include showering, nappy changing, changing a soiled child, administering medication such as suppositories or changing underwear.

Where can this take place?

In the Nursery School:

- In the toilet area, where clean clothes are stored and the shower is situated.

In Robin Room

- In the toilet area.

In the Family Room

- Children in the Family Room are changed in the Disabled toilet.

Changing stations are located in all these area

Who provides materials and equipment?

- Parents are asked to provide nappies, wipes and disposal bags for children who are not toilet trained.
- We provide bin liners, disposable gloves and aprons, and disinfectant to clean mats etc.

Disposal of waste

- Where possible, waste is disposed of in the toilet (e.g. tissue used to wipe).
- Baby wipes and nappies are sealed in a plastic bag and disposed of in the nappy disposal unit. These are not classed as clinical waste.

Children with Special Needs

Some children with differing needs will have an action plan which incorporates specialist advice, methods of handling, use of specialist equipment etc. Where care is complex, staff will receive training and may need to be helped by a colleague.

Health and Safety

- Staff should wear disposable gloves when changing children, and wash hands afterwards.
- Plastic aprons are available for messy situations.
- Staff should be conscious of the need for care when lifting children and should ask for appropriate training.
- Soiled areas must be cleaned with disinfectant.
- All waste must be disposed of in the appropriate way, i.e, soiled waste wrapped in plastic bag, tissues in the toilet, soiled clothing wrapped for return to parents.
- Medical procedures will only be carried out following training.
- Potties:
 - ❖ Potties should always be kept in the toilet area and not allowed in the play area.
 - ❖ After use, the contents of the potty should be emptied down the toilet. Disposable gloves should be worn.
 - ❖ The potty should then be washed with warm soapy water and dried thoroughly.
 - ❖ Potties should be stored separately and not stacked inside one another
 - ❖ Potties should not be washed in hand basins.

Child Protection Concerns

- We will attempt at all times to maintain the child's dignity and self-respect.
- We will work closely with parents and carers to meet the child's needs with sensitivity.
- All staff involved in dealing with the intimate care of children are vetted and trained in child protection and will observe correct procedure
- Children will never be caused humiliation, distress or pain. We will provide privacy where possible.
- If a member of staff becomes aware of any marks, bruising or soreness etc they will immediately report their concerns to the Designated Person for Safeguarding (Louisa, Sam, Janet, or Wendy)
- If a child becomes distressed or unhappy following care by a particular member of staff, the Headteacher will investigate.
- If a child makes an allegation against a member of staff, the school's procedure will be followed.

Liaison with Parents

We aim to work in partnership with parents and carers in order to provide continuity of care for children and to resolve problems in the best interests of the child.

Support for children in developing independence

All children are shown the toilet area as part of the settling-in process, to familiarise them.

If a child needs help with toilet training, the key worker will draw up a plan to support him/her, discussing possibilities with parents and carers. All staff working with the child will be involved and we will aim to work in cooperation with the family. Children who are not fully toilet trained are not excluded from our setting.

Criteria for monitoring this policy:

Have there been any incidents where this policy has not met the needs of individual children?

Have there been any complaints from parents, carers or children?

Have there been occasions when a child has been distressed by intimate care procedures? What were the reasons for this?

Has the School/Centre been able to provide all necessary materials?

Has the School/Centre been able to meet the training needs of staff?

Is the School/Centre's equipment in good condition?

Have we been able to provide adequate privacy?

Do staff have any concerns?

Nappy Changing Procedure

- Children's nappies or pull-ups will be changed when they are wet, soiled, or visibly in need of changing.
- Changes will be done by the child's key worker or by another permanent member of staff. The member of staff may ask for assistance if concerned about intimacy issues.
- The changing area will be warm, safe, clean and comfortable.
- Parents are asked to provide nappies, pull-ups and wipes (clearly labelled by staff with the child's name and dated) Parents/carers of children who regularly need changing are asked to bring spare clothes. We have a supply of spare clothes which can be used where necessary.
- All staff members will wear disposable gloves, and aprons are also available if required.
- Staff will collect all the necessary items (nappy/pull-up, wipes, paper towels, etc) before the child is placed on the changing unit, so that the child is never left unsupervised.
- Paper towels should be placed on the unit.
- Children will be supported if necessary to climb onto the changing unit. If the child is unable to climb, the member of staff will lift him/her only if he/she is light enough to do so. Otherwise an area on the floor will be made safe for the changing mat and the child changed there.
- Before changing, talk to the child about what is going to happen. Reassure comfort if necessary, and interact with them whilst changing, singing songs, providing a toy to play with and praising throughout the experience.
- Soiled nappies/pull-ups should be placed in a nappy sack.
- Soiled clothing should be placed in a carrier bag and tied securely. (The bag is hung on the child's peg for parents/carers to take home)
- Clean the child's bottom, front to back, with wipes, applying nappy cream supplied by parent/carer if requested. (All nappy cream must be labelled and written permission given for application)
- Put on clean nappy/pull-up and dress the child.
- Soiled nappies, wipes, used paper towels gloves etc should be thrown away immediately in the disposal unit.
- Encourage the child to wash their hands thoroughly, with liquid soap and running warm water, and dry hands with a paper towel.
- The staff member must wash the changing unit with antibacterial spray and dry with paper towels ready for the next child to use.
- The staff member must wash their hands after each nappy change with liquid soap and warm running water and dry with a paper towel.
- In the case of diarrhoea, all areas must be disinfected and cleaned, including the changing unit, toilets, taps, door handles, toys etc. Parents/carers will be informed and asked to keep the child at home until 48 hrs after the last episode of diarrhoea.
- All cuts or abrasions on exposed parts of the body should be covered by a waterproof dressing.
- If a member of staff becomes aware of any marks, bruising or soreness etc they will immediately report their concerns to the Designated Person for Safeguarding (Louisa, Janet, Sam or Wendy).

Intimate Care Chart

Child's Name _____

Date	Time	Staff Initials	Cream Applied? Y/N	Dry / Wet / Soiled (D/W/S) Other Notes