



MIDDLESEX
LEARNING
PARTNERSHIP

INTIMATE CARE POLICY
WILLIAM BYRD PRIMARY ACADEMY

APPROVED BY: PRIMARY LGB

DATE: NOVEMBER 2022

NEXT REVIEW DUE BY: NOVEMBER 2025

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to Personal Care such as nappy changing.

Equality Act 2010

The Disability Discrimination Act (DDA 2001 amended 2005)

In line with the above named Act, William Byrd Primary Academy will ensure:

- No child who has not achieved continence regardless of age will be refused admission
- 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 incontinence

AIMS

The aims of this policy and associated guidance are:

- To safeguard the rights and promote welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- 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 William Byrd Primary Academy we will bear in mind the following principles when nappy changing:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- A child's understanding of toileting procedures is designed to lead to independence

Vulnerability to abuse

- We will ensure that all staff at William Byrd Primary Academy 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 changing procedures and therefore should act with accordance and agree with procedures. Two members of staff will be present for all nappy changing procedure.
- Two members of staff will be present for all nappy changing procedures. One member of staff will take the lead (the child's familiar adult, key worker etc.) whilst the second member will discreetly be on hand.

Working with Parents/carers

At William Byrd Primary Academy we will work with parents when attending to nappy changing routines.

- If a child has any disability or medical needs that may affect their personal care routine, a discussion will be had with parents regarding nappy changing procedures and consent sought to allow staff to change their child's nappy.
- School recommendation is that children are toilet trained before joining school, before their third birthday. If a child is wearing a nappy in Nursery, staff will support with the toilet training process. If children are in Reception or older, we will request that parents seek further support regarding toilet training or medical advice if there is a continuing concern around a child's incontinence.
- Parents/carers will be asked when their child first starts William Byrd Primary Academy if their child has any special words or sighs that indicate a nappy change is necessary
- Any significant observations made during a nappy changing procedure will be notified at the end of the session (i.e. badly soiled nappy/strong urine etc.)
- Parents/carers are to provide their child with nappies, cream and wipes, these all need to be clearly labelled
- If creams are needed, then we will need to obtain written permission from the parent/carer

Achieving Continence

At William Byrd Primary Academy we will encourage all of our children to achieve continence when and if they exhibit that they are ready.

Protection for staff

As far as possible nappy changing procedures will be carried out by the child's key person or familiar adult. Protection being afforded to the single member of staff in the following way:

- Staff will be trained in good working practices which comply with health and safety regulations
- Staff will inform the lead teacher in the room discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that cause staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the Safeguarding Lead 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 Safeguarding Lead immediately
- Staff will be trained in the area of personal care for children with specific needs and procedure for safe moving and handling
- Two members of staff will be present for all nappy changing procedures. One member of staff will take the lead (the child's familiar adult, key worker etc.) whilst the second member will discreetly be on hand
- If the child is too big (tall, weight or considered a danger) to use the changing table an adult size change mat should be placed on the floor and a kneeling pad should be used to protect the staff member's knees

Nappy changing procedure

At William Byrd Primary Academy we will follow the Nappy changing procedure below:

- Gather all items needed before each change. Nappy, wipes, nappy sacks, cream (if needed)
- Wash and dry your hands
- Disinfect nappy changing mat before **each** nappy change
- Put disposable gloves and apron on **New set of gloves and apron for each nappy change**
- Place the child on the changing mat. Allowing the child to climb the steps where possible. Support the child while he/she climbs

- Remove the child's clothing to access the nappy
- Remove nappy and place inside the nappy sack
- If the child's clothes are soiled, place them in a bag separately and send them home. **You should not rinse them by hand.**
- Using the wipes clean the child from back to front and place used wipes in the nappy sack
- Tie nappy sack and place in the pedal operated bin
- Put on clean nappy and cream if needed
- Take off gloves and apron and place in pedal operated bin
- Dress the child
- Help the child to wash and dry their hands, using warm water, liquid soap and paper towel
- Wash your hands using warm water, soap and paper towels
- Return to nappy changing area and use antibacterial spray and paper towels to clean the changing mat and surrounding area
- Before leaving, wash your hands using warm water, liquid soap and paper towels
- Record, date, time, child's name, soiled/wet nappy, name of staff, on the nappy changing record sheets provided

Items needed

- Pedal operated bin specifically for nappy disposal
- Yellow bags
- Record nappy changing sheets
- Nappy changing unit
- Steps for changing unit
- Box/bag for each child's nappies, wipes and cream
- Spare clothes
- Disposable gloves
- Visor
- Disposable aprons
- Nappy sacks
- Anti-bacterial spray
- Paper towels
- Liquid soap
- Pedal bin for paper towels

Children should never be left alone on a nappy changing table.

Changing mats should be checked regularly for cracks or tears, if these are found then the mat needs to be discarded.

Clean nappies should be kept in a clean dry place.

All bins need to be foot-pedal operated and regularly emptied and placed in an appropriate waste collection area.

All clinical waste must be removed by a registered waste contractor, in accordance with local policy.

Each child should have their own creams and lotion that their parent/carer has clearly labelled.

These facilities must be kept separate to food preparation, serving areas and children's play areas.

Children's soiled clothes should be bagged and sent home, never to be rinsed by hand.

Supporting documents:

Equality Act 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>

HSC Public Health Agency. Infection and control.

[http://www.publichealth.hscni.net/sites/default/files/Nursaries Infection Prevention LR 07 11%20\(2\).pdf](http://www.publichealth.hscni.net/sites/default/files/Nursaries%20Infection%20Prevention%20LR%2007%2011%20(2).pdf)

Statutory Framework for Early Years Foundation Stage

<http://www.foundationyears.org.uk/wp-content/uploads/2012/07/EYFS-Statutory-Framework-2012.pdf>

Department for Education

Hygiene and infection control

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid/a00106>

The Disability act (DDA 2010 amended 2005)

http://www.equalityhumanrights.com/uploaded_files/guidance_on_matters_to_be_taken_into_account_in_determining_questions_relatig_to_the_definition_of_disability.pdf

