

Donington Cowley Endowed Primary School

Personal Care Policy

Status

Non-statutory

Purpose

This policy is to provide guidance for the toileting needs of children in the EYFS including issues such as toilet training, incontinence and toilet accidents. It may also be useful in dealing with other incidents that may require a child to change their clothes. These include changes required as a result of water play, messy play, sickness, weather etc.

Roles and Responsibilities

Toilet training is a parental responsibility and we would hope that children would start school having been toilet trained. However, if children are not toilet trained, we will support and work with parents towards successful toilet training.

The School has an obligation to meet the needs of children with delayed personal development in the same way as we would meet the individual needs of children with delayed language, or any other kind of delayed development.

Children should not be excluded from participating from activities if they are not toilet-trained. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. The school will share policy and procedures for dealing with children's general toileting needs with parents or carers. It is important that there is a positive dialogue between home and school about strategies in use with the child so that these can be reinforced as appropriate.

Parents and carers are made aware of policies and procedures related to personal care and all specific instances related to their child. If it becomes evident that a child has an ongoing problem that requires regular intimate care intervention, the school will make arrangements with the parent/carer for the long term resolution of the problem. This is likely to include a care plan that involves the parent/carer directly as well as external reference to a Health Care professional.

Principles

- It is the right of the child to be treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one. As far as possible the child should be allowed to exercise choice and should be encouraged to have a positive image of their body.

Procedures

Reception

In Reception we have an expectation that children will:

- Know when they need to go to the toilet.

- Know how to use the toilet for themselves.
- Be reasonably effective at cleaning themselves after using the toilet.
- Children can access the toilets whenever they have the need to and are encouraged to be independent.
- Children are reminded at regular times to go to the toilet – e.g. before and after lunch, before leaving the building.
- Children are encouraged to wash their hands and have soap and towels/dryer to hand.
- Children are not to be left in soiled or wet pants or clothes as the school has a 'duty of care' towards children's needs.
- All staff are familiar with the hygiene procedures and carry them out when changing children. However, we recognise that children develop at different rates.
- Some children will be engaged in fully developing this aspect of their self-care when they start school.
- Some children will not have had the practice that they need to use the facilities available: this could include culturally different expectations of self-care.
- Some children may start wetting or soiling themselves after they start school during the settling in period. In these circumstances, the Teacher will communicate sensitively with parents/carers to determine if this is a temporary set-back (anxiety, arrival of new sibling, illness).
- Some children will come to school with on-going/specific physical or medical issues such as urinary tract infections or soiling difficulties. If the child requires a medical care plan, Local Authority policies on Child Protection and managing children's needs will be consulted.

Advice and Support

There are other professionals who can help with advice and support. School Nurses have expertise in this area and can support adults to implement toilet training programmes in the home. Health Care Professionals can also carry out a full health assessment in order to rule out any medical cause of continence problem. Parents/carers are more likely to be open about their concerns for their child's learning and development and seek help if they are confident that they and their child are not going to be judged for the child's delayed development.

Sensitivity and Respect

- The child should be spoken to by name and given explanations of what is happening.
- Privacy appropriate to the child's age and situation should be provided.
- The child should be encouraged to care for him/herself as far as possible.
- Items of good quality, appropriately sized spare clothing should be readily available.
- Adults should be aware of and responsive to the child's reactions. Some children refuse or are very reluctant for an adult outside of the family to care for them. In these circumstances special arrangements can be made for a family member to come in.
- The dignity of the child must be respected and so as much as can be kept confidential between child, school and parent is kept confidential.

Safeguarding Children and Adults

Anyone caring for children has a common law duty of care to act like any prudent parent. Staff must ensure that children are healthy and safe at all times.

- Adults dealing with the toileting needs of children must be employees of the school and have undergone enhanced DBS disclosure.
- All staff are aware of the school's protocol and procedures.
- All staff have received appropriate training and will receive support where necessary.

- All toileting incidents must be reported on the day of the accident. The minimum information to be kept is the date and time, the name of the child, the adult(s) in attendance, the nature of the incident, the action taken and any concerns or issues.
- The parents are informed on the same day that the accident has taken place and staff should have the opportunity to raise any concerns or issues.
- The normal process of cleaning a child should not raise child protection concerns.
- If a child is able to change themselves following a toileting incident, then one member of staff should be available to advise and support the child and ensure that any wet clothing is bagged up and that the child washes their hands. The member of staff must ensure that they do not change a child in a room with the door closed.
- If a child requires cleaning because they have soiled themselves, two members of staff should care for the child and provide personal care as necessary.

Health and Safety

In the case of a child accidentally wetting, soiling or being sick whilst on the premises:

- Staff should wear disposable gloves and aprons to deal with the incident.
- We provide baby wipes to clean the child and encourage the child to use them to wash the private parts of their body if necessary.
- Soiled clothing is double bagged and tied.
- Hot water and soap should be available to wash hands as soon as the task is completed.

Arrangements for Monitoring and Evaluation

This policy will be reviewed every four years in response to evaluation of our safeguarding policies and procedures.

Date established by the Governing body: 25th January 2017

Date for full implementation: January 2017

Date for review: January 2021 - reviewed
January 2025

APPENDIX 1: HOME/ SCHOOL PARTNERSHIP

In some circumstances it may be appropriate for the school to set up a home/school agreement that defines the responsibilities that each party has, and the expectations that each has for the other.

This might include:

The parent:

- *Agreeing to ensure that the child is toileted at the latest possible time before being brought to school.
- *Providing the school with a change of clothing, wipes etc.
- *Understanding and agreeing the procedures that will be followed when their child is changed at school.
- *Agreeing to inform the school should the child have any rashes or marks.
- *Agreeing to a minimum change policy i.e. the school would not undertake to change a child more frequently than if they were at home.
- *Agreeing to review arrangements should this be necessary.

The school:

- *Agreeing to a minimum change policy i.e. the school would not undertake to change a child more frequently than if they were at home.
- *Agreeing to monitor the number of times the child is changed in order to identify progress made.
- *Agreeing to report should the child be distressed or if rashes or marks are seen.
- * Agreeing to review arrangements should this be necessary.

Procedure for Personal Care of an individual Pupil The guidelines will specify:

- *Who will change the child.
- *Where changing will take place.
- *What resources will be used (cleansing agents or cream to be applied in accordance with parent's wishes).
- *How the soiled clothing will be disposed of.
- *What infection control measures are in place.
- *What the staff member will do if a child is unduly distressed by the experience or if a staff member notices marks or injuries.

APPENDIX 2 : INTIMATE/ PERSONAL CARE PLAN

Child's Name	Date:
Main areas of need: <ul style="list-style-type: none">•••	
Toileting plan:	
Dressing/undressing plan:	
This plan was written by _____ on _____	
Agreed with parents/carers on _____	
Child's views were sought for this plan on _____ (if not, why not).	
Signed Date	