

Personal and Intimate Care Policy

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Date for Review: Summer 2025

Approved By: Senior Leadership Team



The Blidworth and Rainworth Primary School Partnership

Personal hygiene and the health of the children and staff will be a priority at all times. To ensure the health of both children and adults, staff will ensure that the Personal and Intimate Care policy and procedures are adhered to and promoted within school. This policy should be delivered in conjunction with the Medical Conditions Policy and Child Protection and Safeguarding Policy.

Children can require personal care, and sometimes intimate care, for a variety of reasons. There is a clear difference between personal and intimate assistance. Intimate Care can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body. The Intimate Care tasks specifically identified as relevant include:

- Dressing and undressing (underwear);
- Helping someone use the toilet;
- Changing continence pads (faeces/urine);
- Bathing / showering;
- Washing intimate parts of the body;
- Changing sanitary wear;
- Changing colostomy or ileostomy bags;
- Managing catheters, stomas or other appliances.

Personal Care encompasses those areas of physical and medical care that most people carry out for themselves but which some are unable to do because of disability or medical need. Personal Care is less intimate and usually has the function of helping with personal presentation and hence is regarded as social functioning. These tasks do not invade conventional personal, private or social space to the same extent as Intimate Care and are certainly more valued as they can lead to positive social outcomes for people. Those personal care tasks specifically identified as relevant here include:

- Skin care/applying external medication;
- Feeding or drinking;
- Administering oral medication;
- Hair care;
- Dressing and undressing (clothing);
- Washing non-intimate body parts;
- Prompting to go to the toilet.

On entry to school, parents/carers will be asked to sign the agreement below for planned or un-planned personal and intimate care.

Planned Personal & Intimate Care

- Parents/carers are asked to provide nappies, wipes/cotton wool and nappy creams.
- Staff will liaise with parents and carers to provide advice, guidance and consistency when children are toilet training.

Un-Planned Personal & Intimate Care

- Where children require personal care but this is not part of their usual school routine, our school will still ensure that children receive the care they require.
- If the parent/carer has not signed the agreement below, all efforts will be made to contact parents/carers or other family members prior to giving the required care in order to gain agreement and directions.
- Where no agreement has been made with parents, children will be cared for with two members of staff present.

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Where children are at a developmental stage to be able to administer their own personal or intimate care, this will always be the case unless prior agreement with parents/carers. They will do this privately in an agreed location such as the medical room (BOPS) or disabled toilet (HPS and LV).

The following procedure is in place for when a child requires personal or intimate care such as being wet or soiled during their school hours and are too young to clean themselves effectively or have developmental difficulties which prevent them from doing so.

Staff will:

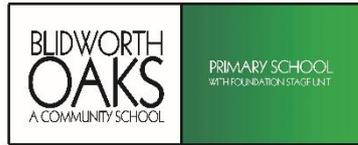
- Contact parents/carers to discuss arrangements unless prior agreement has already been made.
- Ensure the child's dignity and privacy are respected at all times.
- Reassure the child and talk to him/her about what will happen next.
- Wear disposable gloves and aprons.
- Inform the child's key worker to change the child where possible.
- Take the child to the appropriate changing area (Foundation changing area, Medical Room, Disabled Toilet etc)
- The child will normally be asked to stay standing.
- Only essential garments should be lowered or removed. The child will be asked to do this unless it is deemed to be unsafe for them to do so by the child's key worker.
- Soiled or wet underwear will be removed and double bagged.
- When washing or wiping, always do this front to back to prevent infection.
- Use the child's own wipes or cleansing wipes provided by school.
- Replace underwear and other wet or soiled clothes. Use the child's own clothes if provided or spare clothes provided by school if not.
- The child should be encouraged to help with dressing.
- Tidy and clean the changing area using disinfectant spray.
- Double bag soiled clothes and place in the child's book bag. If it is deemed that underwear is too heavily soiled then they will be thrown away.
- Double bag gloves and disposable apron and place in the correct bin (Yellow)
- Complete a Medical Tracker Intimate Care log and send to parents via email.
- In the event a Medical Tracker cannot be completed, staff will complete an intimate care slip and put in the child's book bag.
- Help the child wash and dry their hands.
- Wash and dry own hands using liquid soap and a paper towel.

If any marks or redness are seen, staff will:

- Record the marks or redness according to the safeguarding policy.
- Report to the parents as soon as possible, unless marks are deemed suspicious.
- Follow the school's Safeguarding Policy if child protection concerns are raised.

Staff Training

- This policy does not replace the need for appropriate staff training where this is felt necessary, and the school will work with parents and relevant agencies to ensure staff are adequately trained for all children's personal care needs.



Personal and Intimate Care

On occasion it may be necessary to provide intimate care for your child while they are at school, for example if they have a toileting accident or require First Aid.

In these circumstances your child:

- **will** be taken discretely to a private, sanitary area,
- **will** be in the care of a single member of permanent staff,
- **will** be encouraged as much as possible to take care of their own needs,
- **may** be assisted by the adult to clean their intimate areas, in order to avoid soreness or infection,
- **may** need to replace their clothing, including underwear,
- **may** need to use a shower to ensure safe standards of hygiene, in exceptional circumstances.

If your child receives any personal or intimate care during the school day you will receive an email from medical tracker explaining the circumstances, and in some cases we will also call to inform you.

Please sign below to confirm you understand that your child may receive personal or intimate care while attending our school.

Child Name:_____ **Child DOB:**_____

I understand that my child may receive personal or intimate care while attending Heathlands Primary School/Blidworth Oaks Primary School or Lake View Primary School as detailed above, when deemed necessary.

Print Name:_____ **Sign Name:**_____