

# Intimate Care and Nappy Changing Policy

## VERSION CONTROL SHEET

**POLICY NAME:** Intimate Care and Nappy Changing Policy

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Document date	Filename	Meeting submitted	Summary of changes required
July 2013	Nursery Intimate Care and Nappy Change	PSG	New Policy
September 2014	Nursery Intimate Care and Nappy Change	LGB	Revised Policy. Updated procedures in relation to PCC Non Stat Guidance (2015).
July 2020	Nursery Intimate Care and Nappy Change	LGB	Revised policy and updated structure in relation to The Key advice and other LAT Intimate Care policies. QA'd procedures in relation to PCC Non Stat Guidance (2015).

## **Policy statement**

An increasing number of children and young people with disabilities and medical needs are being included in mainstream educational settings, early years and childcare. Some require assistance with intimate care tasks, especially toileting. Other children may also experience difficulties with toileting for a variety of reasons, this could be long-term or as a one-off 'accident'.

In line with Every Child Matters, all of the children we work with have the right to be safe, to be treated with courtesy, dignity, and respect, and to be able to access all aspects of the education curriculum. No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent (see Disability Discrimination Act 2001).

We work with parents/carers towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults.

## **Definition of Intimate Care**

'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene.

This may include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Changing nappies or continence pads (faeces or urine)
- Changing soiled/wet clothes

In the case of a child with additional needs of a physical nature, a personal care plan will be written and discussed with the parent/carer. Religious and cultural values must always be taken into account when making arrangements for managing intimate/personal care needs for children.

It is essential that all staff are familiar with the school's Safeguarding / Child Protection Policy and procedures, with agreed procedures within this policy and with the child's own Care Plan.

## Guidelines for Implementation

- There should be sufficient space, heating and ventilation to ensure safety and comfort for staff and child.
- Facilities with hot and cold running water and anti-bacterial hand wash.
- Items of protective clothing, such as disposable gloves and aprons is provided.
- Sanitary bins should be available for the disposal of wet and soiled nappies/continence pads. Soiled items should be “double-bagged” before placing in the designated bin.
- Seek advice on general continence issues through the School Nurse or Health Visitor. For specific conditions, the School Nurse, Health Visitor and/or parents/carers should be able to provide links with relevant specialists.
- A child who has known continence problems will have a personal care plan with a record sheet to record the care given. (See appendices.) This will be reviewed regularly with SENCo, Class teacher and parent/carer.
- Supplies of suitable cleaning materials (anti-bacterial spray and disposable cloths) are available.
- Supplies of clean clothes (the child’s own where possible) are available to avoid leaving the child unattended while they are located.

## Procedures

At Mayflower Nursery we endeavor to ensure that toilet training is a natural stage of development for a child to experience in their own time. We believe that a child will use the toilet when they are ready. A good partnership with a parent/carers is vital for this milestone as with every other stage of development.

- All parents/carers will be asked to sign our Mayflower Intimate Care Agreement to indicate consent.
- If a child has known toileting problems, they will have an intimate care plan (see Appendix 3) with a record sheet (see Appendix 1) to record the care given. This will be reviewed regularly between SENCo, class teacher and parent/carers.
- Daily checks will be recorded (see Appendix 1) including the name of staff who have checked with their signature. This will note whether the child was dry, wet or soiled and whether the parent needs to be informed e.g. if additional pull ups, nappies or wipes are required.
- If a child is not toilet trained and requires nappy changing; parents/carers will be asked to complete an individual intimate care plan. Parents/carers will be asked to provide pull ups or nappies, nappy bags, wipes and spare clothes.
- There is a designated environment for children to have their nappy changed which ensures safety and dignity of both the child and the intimate care providers. The changing area is warm and welcoming, with a safe area to lay children down.

- Staff put on gloves and aprons before changing starts and the areas are cleaned and properly prepared before and after use. Aprons and gloves are disposed of in the designated area after each change. All of our staff are familiar with our hygiene procedures and carry these out when changing nappies. We dispose of nappies and pull ups hygienically, putting them in a nappy bag and disposing of them in the designated nappy bin.
- We recognise our 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies or pull ups in the setting, this may constitute neglect and will be a disciplinary matter.
- Changing will only be carried out by staff employed by the school, not students/volunteers. The rest of the class should not be left unsupervised. Other children should not be asked to assist with toileting. For safeguarding of both staff and pupils, two members of staff will always be present.
- Any creams must be labelled with child's name and appropriate consent must be left in the office for application. Creams cannot be shared between children.
- School will store emergency nappies, wipes and nappy bags.
- If a child is distressed by changing/cleaning parents/carers will be informed. Future arrangements will be sensitively discussed with parents/carers.
- If a staff member notices marks or injuries they will follow the Mayflower Academy Safeguarding procedures.
- If toilet training is implemented and a Toileting Plan in place (see Appendix 4) and no improvement is seen, the health visitor will be contacted with parental consent to explore whether there are medical issues.
- If a child, with no intimate care plan, has become wet, an available member of staff will take the child to the toilet, out of view of other children. They will encourage the child to do as much as possible themselves, providing wipes for cleaning and give clean clothes as needed. Wet clothes will be bagged. The parent/carer will be confidentially informed at the end of the day. If the child is unable to clean themselves properly or no spare clothes are available, we will call home and request further support.
- If a child, with no intimate care plan, has accidentally soiled themselves, an available member of staff will take the child to the toilet, out of view of other children. They will encourage the child to do as much as possible themselves, providing wipes for cleaning and give clean clothes as needed. Soiled clothes will be bagged. The parent/carer will be contacted immediately and parents/carers will be requested for further support. We do not have showering facilities in school, so on some occasions, parents/carers might take their child home to be cleaned.
- Children are encouraged to wash their hands independently with soap and water.
- Children are encouraged to dry their hands independently using paper towels.

- If the soiling has affected the furnishings of the room, then the other children will quietly be removed to another area so that cleaning can discretely take place.
- Staff put on disposable gloves and aprons before supporting children to independently change. Toilet areas are cleaned thoroughly after use. Aprons and gloves are disposed of in the designated area. All of our staff are familiar with our hygiene procedures.
- At no time will the information be disclosed publically and no other child should see the changing take place. A child will never be punished or made to feel guilty for this occurring.

Appendix 1 – Daily Nappy Changing Record

Name: \_\_\_\_\_



Date	Time	Wet	Dry	Soiled	Toilet	Signature
10/09/2019	10.05		☆			



Headteacher: Mr D. Sammels

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01752 365730  
school.office@mayfloweracademy.org  
www.mayfloweracademy.org  
@Mayflower\_MCA

## Appendix 2 – Mayflower Intimate Care Agreement

Dear Parents and Carers,

During the school day it may become necessary for your child to supported with toileting needs, have their nappy or pull up changed, be supported with toileting accidents or clothing changed through messy play. In Early Years we comply with our policies at all times and follow set guidelines in how to provide the most appropriate care possible for your child. If you would like to see a copy of the Mayflower Early Years Nappy Changing and Intimate Care Policy or Safeguarding Policy then please look on our Academy website.

In order to provide the best possible care for your child, it is necessary for us to have permission to enable the most appropriate care is given to each individual situation. Please read the following and sign the consent form below.

If you have any questions or concerns then please do not hesitate to ask a member of the team.

Many thanks,  
The EYFS Team

I.....  
the Parent/Carer of.....  
agree for my child to be cared for, following policy procedures, in any case of wetting, soiling or when deemed appropriate by a qualified adult.

Signed \_\_\_\_\_  
Date \_\_\_\_\_



## Appendix 3 – Intimate Care Plan

### Mayflower Academy Intimate Care Management Plan

Developed from the Personal Care Management checklist and where appropriate, any behaviour management plan and associated risk assessment.

Child/young person's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_



Registered Address:  
Prince Rock Primary, Embankment Road, Plymouth, PL4 9JF

Company No.  
10285015

Registered  
England & Wales

## Intimate Care Management Plan

Reason for intimate care:

Details of assistance required:

Facilities and equipment (clarify responsibility for provision of suitable environment for IC procedures and supplies, for example parent/carer/school/other):

Staffing regular

Names:

1.

2.

3.

Time Plan:

Staffing back up

Names:

1.

2.

3.

Time Plan

Training needs (individual staff must keep signed/dated records of training received in addition to school and setting held records. A record should be completed when training has been delivered and kept as part of the care plan. Guidance on training provision can be sought from the PCC Learning and Communities Department):

Curriculum specific needs:

Arrangements for trips/transport:

Procedures for monitoring and complaints (including notification of changing needs by any relevant party):

This current plan has been agreed by:

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix 4 Appendix 4

### Mayflower Academy Toileting Plan

Record of discussions with parents/carers.

Child/young person's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Class/year group: \_\_\_\_\_

	Detail/action	Date agreed
<b>Working towards independence:</b>  For example taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used.		
<b>Arrangements for nappy/pad changing:</b>  For example who, where, arrangements for privacy.		
<b>Level of assistance required:</b>  For example undressing, dressing, hand washing, talking/signing to child/young person.		

<p><b>Infection control:</b></p> <p>For example wearing disposable gloves, aprons and safe disposal.</p>		
<p><b>Sharing information:</b></p> <p>For example if the child/young person has a nappy rash or any marks. Are there any family customs/cultural practices?</p>		
<p><b>Resources required:</b></p> <p>For example special seat, nappies/pull-ups/pads creams, disposable sacks, change of clothes, toilet step, disposal gloves.</p>		

Signed: \_\_\_\_\_

Parent/carer: \_\_\_\_\_

Signed: \_\_\_\_\_

Review date: \_\_\_\_\_

## Addendum

### **If a Pandemic Occurs**

If a pandemic occurs e.g. Coronavirus, the use of full PPE will be adhered to.

- Allocated adults must put on appropriate PPE (disposable fluid-resistant mask, gloves, apron and goggles) before assisting a child, which are stored in the Cleaners Cupboard.
- Toilets and surrounding areas will be cleaned thoroughly using antibacterial spray and disposable cloths. (See Support Video - <https://www.youtube.com/watch?v=pTCEt3Q6rNM&t=213s> )
- If a child is symptomatic of Covid 19, allocated adults will be required to wear appropriate PPE and take the child to the allocated zone. Parents/carers will be informed and LAT approved procedures for 'a Covid19 symptomatic child' will be followed (see First Aid Policy: Covid19 update and PHE advisory flowchart). Adults will support child in changing, encouraging independence. Toilets and surrounding areas will be cleaned thoroughly using antibacterial spray and disposable cloths. Once parents/carers have collected child, the allocated zone will have a deep clean. Allocated adults will be required to change clothing and go home.