

Guidelines for Intimate Care

1. Introduction 'Making the most of every day.'

Intimate Care is defined as enabling pupils to carry out or be involved in personal life functions with dignity and respect, meeting individual needs.

Intimate care can include the following:

- Moving pupils including physiotherapy
- Administering emergency medication,
- Personal hygiene e.g. menstruation
- Toileting
- First Aid
- Changing pupils for swimming / PE
- Dressing
- Feeding

2. The purpose of these guidelines is:

- to protect both pupils and staff
- to provide information to parents/carers about the schools arrangements for intimate care
- to ensure that the high standards of intimate care within these guidelines are maintained by all staff

3. Arrangements for Intimate Care

- The induction given to new staff covers Safeguarding policy and arrangements, general health, safety and security information, lifting and moving training, intimate care and personal hygiene arrangements.
- All staff have a responsibility to familiarise themselves with pupils' individual needs, follow these and review / update them at least annually (see individual care/ feeding /moving and handling plans)
- It is important that for certain pupils, their intimate care is provided by familiar staff on a daily basis where possible. (i.e. feeding pupils with dysphagia difficulties – this can only be carried out by staff with training)
- Intimate care tasks must not be attempted unless the member of staff feels confident and sure about how to proceed. If in doubt, ask a colleague.
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- Intimate care tasks should be seen as an important part of the individual's curriculum. It may be that Individual Education Plan objectives are linked to aspects of intimate care.
- This should be seen as quality time with individuals, focusing on communication, increasing independence and raising self-esteem.

- It is important that privacy, dignity and confidentiality are maintained at all times. Adults should be sensitive to pupils' feelings and wishes, introducing age appropriate strategies in consultation with home and outside agencies. (See school Sex and Relationships policy for appropriate terminology to be used.
- Intimate care procedures should take place in designated areas ensuring total privacy where required.
- The environment should be clean, pleasant, hygienic and relaxing. Appropriate resources should be available.
- Health and hygiene procedures should always be followed, e.g. use of gloves, hand washing, safe disposal of waste, wiping down of surfaces, etc – SEE INFORMATION IN HYGIENE ROOMS
- In certain situations, individual care plans will be identified for specific pupils. Review of the care plan will be required (at least annually) and some recording may be necessary.
- Links with the home are essential to maintain continuity and consistency of practice.
- Contact with outside agencies needs to be maintained where appropriate
- Intimate Care hygiene routines are typically carried out by up to two members of staff. Where it is possible a member of the same sex will carry out intimate care for older pupils. When a member of staff is supporting personal hygiene intimate care on their own, e.g. 'standing change' in a toilet, they will ensure they tell someone from their class team that they are taking the child to the toilet, the toilet door must remain unlocked and the member of staff must have a radio to call for additional help if needed.
- Evidence of soreness, irritation, bruising, scratches, discharge, etc need to be recorded and reported to parents and class teachers.
- Where signs or symptoms of a suspicious nature concern staff, it should be reported immediately to Designated Safeguarding Lead or Lead Deputy, at Baytree this is the Headteacher and Deputy Headteacher (Head or Deputy Head)
- In cases where pupils are sexually aroused or pupils have emotional reactions during intimate care procedures, this must be identified on their individual care plan and strategies / arrangements agreed with parents / carers.
- Pupils with communication difficulties must be made aware of forthcoming intervention using appropriate communication e.g. Makaton / body signing / objects of reference. All pupils should be informed about what is going to happen, seeking their consent for procedures.

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- If staff feel that a pupil is using a caring situation inappropriately, all those involved need to discuss the situation to determine an outcome in consultation with parents/carers
- Incidents related to First Aid, including the administration of rectal medications must follow the appropriate guidelines (Pupil Care Plan etc.) and in consultation with the Baytree Nursing and Healthcare team.
- Staffing levels for swimming / PE activities should enable staff to change in privacy and be adequate to meet any identified risk assessments.
- For offsite situations, staff must ensure that appropriate facilities are available, prior to the visit and take a portable hoist if required.

4. Lifting and Handling

- All pupils that need lifting / handling have an individual Moving and Handling plan. These must be followed at all times and are reviewed annually by the class team – see Moving and Handling Policy within the Health and Safety policy.

5. Related Documents

School policies: Safeguarding, Sex and Relationships, Health and Safety, and Behaviour Teaching and Learning.

EBR

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