

THOMAS HARDYE SCHOOL

Intimate Care Policy



Adopted By:	Local Governing Body
Signed:	Chair of Governors – A.Moore <i>A.N. Moore</i>
Date:	7/7/21
Review Date:	7/7/24

INTIMATE CARE POLICY
THOMAS HARDYE SCHOOL

1. Introduction

- 1.1 Intimate care is any care which involves washing, touching or carrying out a procedure to private parts of the body. It might include helping with washing, toileting and dressing or continence care or menstrual management.
- 1.2 Most pupils can do this for themselves but some can't because of their age, physical difficulties or special educational needs.
- 1.3 Intimate care also includes supervision of pupils involved in intimate self-care if this is needed.

2. Principles

- 2.1 We take our responsibility to safeguard and promote the welfare of our pupils seriously. Meeting a pupil's intimate care needs is part of this. We will adhere to Section 175/157 of the Education Act 2002 and the government guidance 'Keeping Children Safe in Education' to do this.
- 2.2 In line with the Equality Act 2010, we will not discriminate against a pupil with a disability. A person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- 2.3 We will treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given.
- 2.4 We will ensure that all staff undertaking intimate care will do so in a professional manner
- 2.5 In some cases, the support for a pupil's intimate care needs will be written into their Education, health and Care (EHC) plan or their SEN Support plan (or equivalent document) rather than an intimate care plan or individual healthcare plan.

3. Best practice

- 3.1 Pupils will be supported to do as much as they can for their own intimate care needs, taking into account their age and ability.
- 3.2 The pupil's preferred means of communication will always be used.
- 3.3 School staff will always explain or seek the permission of the pupil before starting an intimate care procedure, according to the pupil's age and level of understanding.
- 3.4 Staff will be trained in personal care (e.g. safe moving and handling practice) according to the needs of each pupil.
- 3.5 Staff will be aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

- 3.6 Staff will be supported to adapt how they support individual pupils when changes happen, such as the onset of puberty and menstruation.
- 3.7 Only employees of the school will support pupils with intimate care (not students or volunteers). They will have the usual range of safer recruitment checks, including enhanced DBS checks.
- 3.8 All staff will be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.
- 3.9 If necessary, advice will be taken from Dorset Council regarding disposal of large amounts of waste products.

4. Record Keeping

- 4.1 School staff will inform another member of staff when they are going to assist a pupil with intimate care on their own.
- 4.2 A written record will be kept every time a child has an invasive medical procedure e.g. support with catheter usage. This will be kept in an agreed format.
- 4.3 Accurate records will also be kept when a pupil received intimate care. These will be brief but will include date, time and any comments, such as changes in the child's behaviour. It will be clear who was present in every case.

5. Physiotherapy

- 5.1 School staff may be asked to undertake a physiotherapy regime (such as assisting children with exercises).
- 5.2 School staff must only do this once the technique has been demonstrated by a physiotherapist and written guidance has been provided. The physiotherapist will observe the member of staff undertaking the exercises. These will be recorded in the pupil's support plan and reviewed regularly.
- 5.3 Any concerns about the regime or any failure in equipment will be reported to the physiotherapist.
- 5.4 School staff will not devise and carry out their own exercises or physiotherapy programmes.

6. Medical procedures

- 6.1 Pupils who are disabled might need help with medical procedures such as the administration of rectal medication, managing catheters or colostomy bags.
- 6.2 These procedures will be discussed with parents/carers and documented in the pupil's individual healthcare plan.
- 6.3 They will only be carried out by staff who have been trained.
- 6.4 Staff will follow infection control guidelines and ensure that any medical items are disposed of correctly.

6.5 Any members of staff who administer first aid will be trained in accordance with Local Authority guidance. If a pupil needs examining in an emergency aid situation, it is best to have another adult present, whilst respecting the child's privacy and dignity.

7. Massage

7.1 Massage can be used with pupils who have complex needs to develop sensory awareness, tolerance to touch or to help them relax.

7.2 Massage undertaken in school will only cover hands, feet and face of pupils in order to safeguard both pupils and adults.

7.3 Massage will be undertaken by a suitably qualified or competent adult.

Amendments

07/20: Reviewed – Dorset County Council changed to Dorset Council

