



'Individual Growth, Individual People'

Head Teacher: Mrs M A Tyers

Personal & Intimate Care Policy

Reviewed December 2016

PERSONAL & INTIMATE CARE POLICY

1. INTRODUCTION

Newark Orchard School is committed to the provision of care that is high quality and meets the individual needs of children and young people and embraces 'Every Child Matters' and the United Nations Convention on the Rights of the Child.

This policy provides the outline for the development of guidance and procedure with regard to personal and intimate care. This policy should be read in conjunction with the policy for Managing Complex Health Care Needs and Managing Medicines.

- 1.1 This policy applies to all staff undertaking personal and intimate care tasks with children and young people. In the context of this policy staff will include approved volunteers.
- 1.2 Nottinghamshire Children and Young People's Department requires all service areas where needed to develop guidance in line with this policy.
- 1.3 Newark Orchard School is committed to providing personal and intimate care where it has been recognised as an assessed need and indicated in the personal and intimate care plan, in ways that embrace 'Every Child Matters' and the United Nations Convention on the Rights of the Child.
 - Every child and young person has the right to feel safe and secure
 - Every child and young person has the right to be treated as an individual
 - Every child and young person has the right to remain healthy
 - Every child and young person has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs.
 - Every child and young person has the right to information, in a format that is understandable, and support relevant to their needs, which will enable him or her to make informed and appropriate choices.
 - Every child and young person has the right to be accepted for who they are, which is inclusive of their age, gender, ability, race, culture, religion or belief and sexual orientation
 - Every child and young person has the right to information and procedure, in a format that is understandable, for any complaint or queries he or she may have regarding their personal and intimate care.
- 1.4 Every child and young person should be encouraged to care for themselves as much as they are able.
- 1.5 Newark Orchard School accepts that there will be extraordinary circumstances, following a careful risk assessment, where a child or young person's personal care can not be met in a particular activity. It is expected that an alternative will be sought.

2. AIMS

The aims of this policy are:

- To ensure that children and young people are consulted and encouraged to participate in decisions about their personal and intimate care. Particular attention must be given to those children and young people who have disabilities/conditions who may need additional support to be able to do this.
- To safeguard the rights of children and young people, and staff who are involved in their personal and intimate care.
- To ensure that school guidance is developed. This must inform all staff, whose role includes personal and intimate care, of good working practice and procedures.
- To ensure there is a system for producing Intimate Care Plans for children and young people who require personal and intimate care. (Example personal and intimate care plan proforma Appendix A).
- To ensure that all staff who are involved in personal and intimate care have access to training enabling them to implement the child or young person's intimate care plan and all relevant procedures.
- To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people.
- To ensure the continuity of care through the sharing of information between parents/carers/legal guardian/involved professionals.

3. DEFINITIONS OF PERSONAL AND INTIMATE CARE

Personal Care is defined as those tasks which involve touching, which is more socially acceptable, as it is non-personal and intimate and usually has the function of helping with personal presentation and enhance social functioning. This includes shaving, skin care, applying external medication, feeding, administering oral medication, hair care, brushing teeth, applying deodorant, dressing and undressing, (clothing), washing non-personal body parts, prompting to go to the toilet.

Intimate Care is defined as those care tasks associated with bodily functions, body products, and personal hygiene which demand direct or indirect contact or with exposure to the genitals including dressing or undressing (underwear), helping with the use of the toilet, changing continence pads (faeces and/or urine), bathing/showering, washing personal and intimate parts of the body, changing sanitary towels or tampons.

4. EQUALITY AND DIVERSITY

Children and young people with impaired personal development have the same rights of access to services as other children and young people and are protected from discrimination under the Disability Discrimination Act (DDA) 1995.

5. PROTECTION OF CHILDREN YOUNG PEOPLE AND STAFF

All schools must ensure that all children and young people's personal and intimate care needs are met.

- 5.1 Parents/carers/legal guardians have the prime responsibility for their child's health and must provide all schools with information about their child or young person's intimate care needs. This

information will be sought through an assessment of the child or young person's needs and subsequent personal and intimate care plans will be drawn up with review dates.

- 5.2 The personal and intimate care plan must be written in consultation with parents/carers/legal guardian, children and young people and appropriate consent given for procedures within it. Every effort must be made to assist those children and young people who are not able to communicate easily to participate in their care planning.
- 5.3 Where a personal and intimate care plan exists this information must be shared with all relevant staff upon request.
- 5.4 Where a personal and intimate care plan does not exist, the initial service identifying the need must ensure that an assessment and plan are completed prior to accessing the school, or where the child or young person's needs or circumstances change.
- 5.5 Young people over the age of 16 who are living independently of their parents should provide information about their personal and intimate care needs. Those young people with a disability/condition must be provided with additional support to be able to do this where possible.
- 5.6 Parents/carers/legal guardian must be consulted and their views respected in terms of the personal and intimate care provided for their child or young person unless the young person is living independently. Procedures must be discussed with the family to ensure consistency of care and support to encourage the development of personal and intimate care skills for their son or daughter.
- 5.7 There is no legal or contractual duty that requires all staff to undertake personal and intimate care procedures. However this may already be a specific requirement in an individual job description or staff may formally elect to support children and young people in this way. In these circumstances staff will be informed of the specific types of personal and intimate care that they will be required to carry out and be appropriately trained.
- 5.8 Relevant staff will have access to guidance and ongoing training that supports good working practice which complies with health and safety legislation. Staff will have access to a set of procedures detailing individual personal and intimate care tasks including how to manage children and young people who refuse to comply with previously agreed interventions.
- 5.9 All staff working with children and young people must have been through an appropriate safer recruitment process.
- 5.10 In recognition of the vulnerability of disabled children and young people all schools must ensure that they follow the Nottinghamshire Safeguarding Children Board Safeguarding Children Procedures. The Safeguarding Disabled Children and Young People Inter-agency Practice Guidance must be accessible to all staff and adhered to.
- 5.11 Each child and young person's right to privacy must be respected. Careful consideration must be given to each child and young person's situation to determine how many carers might need to be present and which carers may be involved when a child or young person needs help with personal and intimate care. Under normal circumstances, one child or young person will be cared for by one adult, unless there is a sound reason for having two or more adults present. If this is the case, the reasons must be clearly documented. (The United Nations Convention on the Rights of the Child: Article 12 Children have the right to say what they think should happen, when adults are making decisions that affect them, and have their opinions taken into account).

- 5.12 The number of staff required will be indicated in the child or young person's intimate care plan. The number of staff may also be influenced by the preference of the child or young person, or specified in a Moving and Handling or behavioural risk assessment.
- 5.13 All schools need to make provisions for emergencies i.e. a staff member on sick leave.
- 5.14 On the basis that Newark Orchard School's policy for Personal and Intimate Care is followed then Newark Orchard School is protected by its Public Liability Insurance (subject to its terms and conditions and exclusions) for accidental death, injury, damaged caused by such procedures to a third party. The insurance provided jointly indemnifies with the County Council staff and Members provided that they are acting in accordance with their Nottinghamshire County Council duties.
For further information contact Risk and Insurance Section, County Hall, 08449 808080.

6. MONITOR AND REVIEW

Newark Orchard School will be responsible for promotion of this policy across the school. Any required changes to this policy due to changes in legislation will be made in partnership with the policy author. However it is the responsibility of individual schools to ensure that their staff are made aware of their specific guidance. Individual assessment, care plan and safe system of work reviewed annually or when changes occur.

7. REFERENCES/BACKGROUND INFORMATION

- Management of Health and Safety at work Act 1999
- Disability Discrimination Act (DDA) 1995, 2005
- Equality Act 2010
- Every Child Matters
- Every Disabled Child Matters
- The Dignity of Risk, National Children's Bureau
- Including me, Council for Disabled Children
- U.N Convention on the Rights of the Child
- Nottinghamshire Safeguarding Children Board Child Protection Procedures
- Nottinghamshire Safeguarding Children Board Safeguarding Disabled Children and Young People: Practice Guidance for all agencies
- Nottinghamshire County Council Personal & Intimate Care Policy



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INDIVIDUAL ASSESSMENT PERSONAL AND INTIMATE CARE PLAN

| | | | | | |
|---|--|------------------|--------------------------|---------------|--------------------------|
| Name | | Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| D.O.B | | Condition | | | |
| School / setting | | | | | |
| Child or young person's preferred method of communication? | | | | | |
| Does the child or young person have any allergies or sensitivity? (Refer to health care plan) | | | | | |
| Does the child or young person require assistance with mobility or transfers (refer to manual handling assessment and subsequent safe systems of work) | | | | | |
| Does the child or young person have any religious or cultural needs? | | | | | |

| PROCEDURE | | | Named / trained staff e.g. 1:1 / departmental staff |
|---|-------------------------------------|--------------------------|--|
| Eating and drinking | Assistance required at mealtimes | <input type="checkbox"/> | |
| | Supervised at meal times | <input type="checkbox"/> | |
| | Nasal gastric tube feed | <input type="checkbox"/> | |
| | Gastronomy feed | <input type="checkbox"/> | |
| | Continuous pump feed | <input type="checkbox"/> | |
| | Periodic pump feed | <input type="checkbox"/> | |
| | Manual feed | <input type="checkbox"/> | |
| | Other specialist feed | <input type="checkbox"/> | |
| Airways / suction | Oral | <input type="checkbox"/> | |
| | Tracheotomy | <input type="checkbox"/> | |
| Medication: Emergency and / or routine | Epipen | <input type="checkbox"/> | |
| | Oral | <input type="checkbox"/> | |
| | Rectal e.g. diazepam, ACE procedure | <input type="checkbox"/> | |
| | Suppository | <input type="checkbox"/> | |
| | Supervised medication | <input type="checkbox"/> | |
| | Administered | <input type="checkbox"/> | |
| | Supervised | <input type="checkbox"/> | |
| | Dressings | <input type="checkbox"/> | |

| | | | |
|----------------------|-------------------------------|--------------------------|--|
| Toileting | Rectal procedure e.g. enema | <input type="checkbox"/> | |
| | Catheterisation | <input type="checkbox"/> | |
| | Supervised catheterisation | <input type="checkbox"/> | |
| | Pad change(day and/or night) | <input type="checkbox"/> | |
| | Menstruation | <input type="checkbox"/> | |
| | Assistance with toileting | <input type="checkbox"/> | |
| | Supervised toileting | <input type="checkbox"/> | |
| | | | |
| Personal care | Washing | <input type="checkbox"/> | |
| | Showering | <input type="checkbox"/> | |
| | Dressing | <input type="checkbox"/> | |
| | Cleaning e.g. gastronomy site | <input type="checkbox"/> | |
| | Teeth | <input type="checkbox"/> | |
| | Shaving | <input type="checkbox"/> | |
| | Hair / styling | <input type="checkbox"/> | |
| | Lotions / creams | <input type="checkbox"/> | |
| | | | |
| Behavioural | Social/emotional | <input type="checkbox"/> | |
| | Sexual awareness | <input type="checkbox"/> | |



Name of child or young person

| SAFE SYSTEM OF WORK | | | |
|--|--------------------------|-----------------------------------|--------------------------|
| IT IS ASSUMED THAT THE NAMED STAFF FOLLOWING THESE SYSTEMS OF WORK HAVE BEEN TRAINED TO CARRY OUT ALL TECHNIQUES DOCUMENTED | | | |
| PROCEDURE: | | | |
| Pupil's level of ability: | | | |
| Independent | <input type="checkbox"/> | Fully assisted 1 carer | <input type="checkbox"/> |
| Independent / supervised | <input type="checkbox"/> | Fully assisted 2 carers | <input type="checkbox"/> |
| Partially assisted 1 carer | <input type="checkbox"/> | Fully assisted more than 2 carers | <input type="checkbox"/> |
| Environment required: e.g. adapted bathroom, medical room, bedroom, dining room | | | |
| Equipment required: e.g. gloves, toiletries, special crockery / cutlery | | | |
| Detailed description of procedure: | | | |

Date assessed:

Assessor's signature:

Child or young person's signature:

Parent / Guardian's signature:

Proposed review dates:

Personal Carer's signature:

