



SAINT NORBERT'S CATHOLIC VOLUNTARY ACADEMY

Mission Statement: To live, love and learn in the footprints of Jesus.

CONTINENCE / INTIMATE CARE POLICY

UN Convention on the Rights of the Child

As a Rights Respecting School, we acknowledge our role as 'duty bearers' in promoting and protecting children's rights.



Promoting Personal Development - Continence

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to nursery. However, we acknowledge that there may be children with longer-term continence issues for whom an individual health care plan may need to be put in place. In addition, there may be children joining us in school who are at various points of developing their independence in toileting who may well need short-term support in this important area of self care.

No child will be refused a place in school in relation to continence issues.

St. Norbert's Catholic Primary Voluntary Academy is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development and, in so doing, fulfil a commitment to the promotion of our inclusive school ethos.

We accept our responsibility to meet the needs of children with delayed personal development in the same way we aim to meet the needs of children with delayed language or any other kind of delayed development. We aim to make reasonable adjustments to meet the needs of each child.

Health and Safety

In the school building there are designated areas providing a suitable place for the changing of children.

In the main school this is the disabled toilet area which provides additional space for attending to a child's personal needs. Equipment will be stored in the medical room.

In the Early Years Foundation Stage Unit, children use the designated toilet area in the Nursery. This is an appropriate environment for attending to children who may also be wearing 'pull-ups' or nappies.

Each of these areas will have appropriate resources provided:

<u>Foundation Stage Unit</u>	<u>Main School</u>
1. Disposable gloves and aprons	1. Disposable gloves and aprons
2. Changing Mat	2. Wet wipes
3. Wet wipes	3. Spare underwear
4. Spare nappies and/or pull up	4. Plastic bags for wet/soiled clothing
5. Nappy sacks	5. Antibacterial cleanser
6. Separate bin for disposal of nappies	6. Air Freshener
7. A selection of suitable spare clothing	7. Yellow plastic bags
8. Plastic bags for wet/soiled clothing	
9. Antibacterial cleanser	
10. Air Freshener	
11. Yellow Plastic Bags	

If a child accidentally wets or soils him/herself they will be attended to in either of the designated areas referred to above.

Staff involved in this procedure will be expected to wear disposable gloves. Aprons provided will be considered appropriate for staff involved in nappy changing.

Wet or soiled nappies will be double wrapped and disposed of via the normal domestic waste route. Gloves and aprons and any items used for cleaning the changing area will be disposed of in yellow bags via clinical waste.

Wet or soiled underwear/clothing will be returned to parents. Temporary storage of these will be in the designated changing area prior to the child being collected at the end of the session.

The changing area will be cleaned after use.

Hot water and liquid soap will be available to wash hands as soon as the task is complete. A hot dryer and/or paper towels will be available for drying hands.

Child Protection

We do not anticipate that the changing of a child - either in nappies or otherwise - should raise any issues of child protection, as all staff have been DBS checked. Therefore, it will be normal practice for only one adult to be involved in attending to a child's personal needs. The person attending to a child will always be a member of the school staff. Students on placement will not be involved in supporting children in this area of care.

At all times, staff will be encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities within school.

If any marks or injuries are noticed on a child during changing, this should be immediately referred to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead to follow up.

Agreeing a procedure for personal care

Parents will be kept fully informed of the procedures the school will follow should their child need changing during school time. This information will be shared at entry meetings and reinforced on home visits when a leaflet detailing procedures will be shared. Our Welcome Brochure (see school website) includes a permission slip allowing children to be changed when necessary. A copy of this school policy will be made available on the school website or is available on request.

Guidelines for staff involved in the process as detailed below will be visibly displayed in both designated changing areas ([Procedure for Changing Children](#)). This will ensure they follow the correct procedure.

- If at all possible, children should be changed standing up.
- The child's skin is cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and only used if prescribed for that child - they must not be shared. Parents will be requested to fill in the medicines log when creams are necessary and the adult applying it will sign when completed, according to the Medical Needs Policy.
- Any creams should be used sparingly as if applied too thickly they can reduce the absorbency of the nappy.
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double-wrapped in a nappy bag. Soiled nappies should be disposed of into the pedal bin provided. The disposal bin should be lined with a disposable liner and emptied daily, replacing the used liner.
- Any soiled or damp clothing should be placed in a plastic carrier bag and stored for a temporary basis in the changing area and given to parents at the end of the session.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with a detergent spray or antibacterial wipes and left to dry.
- Gloves and aprons and any items used for cleaning the changing area will be disposed of in the pedal bin provided.
- Hands should be thoroughly washed afterwards.

Should a child with particularly complex needs be admitted, the school will work closely with health care professionals involved in any forward planning activity.

Resources

It is appreciated that changing a child may take up to ten minutes, maybe longer in certain circumstances. In the EYFS, changing will be undertaken by either an Early Years Practitioner or Teaching Assistant. In school, a TA will be involved and - at lunchtime - this will come under the remit of the Midday Supervisors. If the child is in the Out of School Club or Breakfast Club, changing will be undertaken by the Out of School Club Playworker/Manager or the school staff working in Breakfast Club.

Where a child has a longer-term need, the school's leadership team will ensure that additional resources are allocated to that area of school to enable the children's individual needs to be met.

Keys to success

A successful transition to independence in this area of self care is more likely to be achieved when we, as practitioners, work closely with parents with a positive approach to supporting the child in this aspect of their development.

We will not assume that the child has failed to achieve full continence because this has not been attempted in the home. However, where this is the case, we will have a positive and structured approach developed - in partnership with parents and carers - to ensure a successful outcome for a child.

If there is further concern that delayed continence may be linked with delays in other aspects of the child's development, this will be discussed sensitively with parents and carers and a specific programme be developed jointly and agreed.

There are other professionals who can help with advice and support. The Family Health Visitor or appropriate nurse will have knowledge and can be contacted to offer support and advice in this area. Health care professionals can also carry out a full health assessment in order to rule out any medical cause of continence problems.

Partnership Working

In order to achieve a clear understanding of the shared responsibilities of both parents and school it may be appropriate to set up a mutual agreement which will define each other's expectations. This kind of agreement should help to avoid misunderstandings that might otherwise arise and help parents feel confident that the school is taking a holistic view of the child's needs.

If such an arrangement is deemed necessary, any issues discussed and agreed upon may cover the following areas:

The parent:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to school
- Providing the school/setting with spare nappies/underwear, a change of clothing and any prescribed creams
- Understanding and agreeing the procedures that will be followed when their child is changed at school – including the use of any cleanser or the application of any prescribed cream
- Agreeing to inform the school should the child have any marks/rash
- Agreeing to a 'minimum change' policy i.e., the school would not undertake to change the child more frequently than if s/he were at home
- Agreeing to review arrangements should this be necessary

The School/setting:

- Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet

- Agreeing how often the child would be changed should the child be staying for the full day
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to discuss any marks or rashes seen
- Agreeing to review arrangements

Monitoring and Review

Members of the governing body, through full or sub-committee meetings, will review this policy annually.

Policy updated: March 2023



Name of Child:

Date of Birth:

COMMENTS

Parent(s):

- Agree to ensure that the child is changed at the latest possible time before being brought to school
- Will provide the school/setting with spare nappies/underwear, a change of clothing and any prescribed creams
- Understand and agree to the procedures that will be followed when their child is changed at school – including the use of any cleanser or the application of any prescribed cream
- Agree to inform the school should the child have any marks/rash
- Agree to a 'minimum change' policy i.e., the school would not undertake to change the child more frequently than if s/he were at home
- Agree to review arrangements should this be necessary



	COMMENTS
<p>The School/setting:</p> <ul style="list-style-type: none">• Agree to change the child during a single session should the child soil themselves or become uncomfortably wet• Agree how often the child would be changed should the child be staying for the full day• Agree to monitor the number of times the child is changed in order to identify progress made• Agree to discuss any marks or rashes seen• Agree to review arrangements	
Any Additional Issues:	
Date Plan completed:	Review Date:
Completed by:	
Signed: Headteacher/SENDSCO/Teacher	Date:
School Nurse/Health Visitor:	Date:
Parent/Carer:	Date:
Parent/Carer:	Date:

Procedure for Changing Children

1. Wash hands.
2. Assemble equipment including any provided by the parent (nappies, change of clothes, etc)
3. Ask child to stand on changing mat.
4. Put on gloves / apron.
5. Remove wet/soiled nappy or clothing.
6. The child's skin should be cleaned with a disposable wipe.
7. Nappies should be folded inwards on themselves and double-wrapped in a nappy bag. (Dispose of nappy/pull ups in pedal bin provided).
8. Any soiled or damp clothing should be placed in a plastic bag and stored for a temporary basis in the changing area and given to parents at the end of the session.
9. Once the child has been changed and removed from the changing area, the surface should be cleaned with a detergent spray or antibacterial wipes and left to dry.
10. Gloves and aprons and any items used for cleaning the changing area will be disposed of in the pedal bin provided.
11. Hands should be thoroughly washed afterwards.