

## Askern Moss Road Infant School Intimate Care Policy

### **Guidance on meeting personal care needs of children coming into school**

#### Current position

- In order to meet the requirements of the DDA and to fulfil the LA's commitment to good inclusive practice no child should be refused admission to school because they are not toilet trained
- If a child is not toilet trained on admission to school the following checklist can be used to make appropriate provision.

#### Parent/carer arrangements

- During the initial contact with the parent/carer staff should encourage them to share any concerns they may have about their child's needs
- If a parent or carer identifies that their child is not yet fully trained to use the toilet independently then an agreed programme should be implemented by both home and school.  
See Appendix A
- When a child's personal care needs have been identified by other professionals, before entry to school, a personal care plan should be written and agreed between the parent and carer See Appendix B
- When a child's needs do not become apparent until after they have started school then the parent/carer should be approached discreetly and invited to discuss an agreed programme. See Appendix A

#### Use of nappies

If it is agreed that a child should use nappies as part of the programme these should be supplied from home. It is advisable that these are brought in a labelled container and stored separately for each child. Ideally soiled nappies should be double bagged. They can then be disposed of in the ordinary trade waste.

## **Appendix A**

### **Protocol for toilet training**

During any consultation with parent carer refer to the following checklist

- The toilet facility needs to provide a secure seating arrangement for the child eg feet on a stable surface and a safe seat- provide a child seat/or step if necessary
- Advise that comfortable easy to remove clothing is preferable for children who are toilet training
- Let the child know which adult to go to for assistance if they need to use the toilet or have had an accident. Ask the parent/carer to come into school and show this member of staff how they child prefers to be helped /changed
- Conti nual liaison with parent/carer is very important, share concerns and successes on a daily basis if possible
- Don't forget praise for children should lead to quick success

## Appendix B

### Protocol for planning personal care needs for an individual child.

If a child is coming into an education setting and needs assistance with some aspect of his/her personal care then school must ensure that the appropriate assistance is provided.

In order to do this the following steps should be taken;

- Invite the child and their parent/care to meet support staff and agree the nature of help the child will need.
- When a routine for the care is being agreed opportunities for the child to develop self-help skills should be included [eg wiping themselves/ helping to pull up their own clothing] It is also reasonable to recognise that there may be time constraints on the activity and the child may need support in order to keep up with the timeline for other children. This all needs to be agreed /understood with the parent/carer
- To involve the child in the planning for care, it is advisable to ensure that the child has opportunities to talk about their care in school with their parent/carer at home. [this also allows the child to express any worries that they might have about how they are being handled eg nappy might be put on too tightly]
- When the routine has been agreed it is sensible to briefly record the levels of help required in case they need referring to in future. [this is referred to as the care plan see attached
- A care plan should be reviewed at least annually or when the school feels it is appropriate
- When the above protocol is followed there is no need for additional adults to be present. The child's dignity is the most important issue.

Askern Moss Road Infant School  
 Complete on entry to school. Update annually.

**Health Care Plan**                      **Date plan produced**  
**Date plan will be reviewed**

Name		Date of Birth
Class/form/group		
Address		
Medical diagnosis or condition		

**Family Contact Information**

Name:	Relationship to child:
Telephone:	
Telephone:	Telephone

Name:	Relationship to child:
Telephone:	
Telephone:	Telephone

**Clinic/Hospital Contact**

Name:	Telephone:
Position:	

**GP**

Name:	Telephone:
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**Describe medical needs and give details**

**Daily care requirements (eg before sport/at lunchtime)**

**Describe what constitutes an emergency for the child, and the action to take if this occurs**

**Follow up care**

**Who is responsible in an emergency(state if different for off-site activities)**

**Signed**

**Parent**

**Head**

**Classteacher**

**Form copied to:**

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