

Rationale

Intimate care is physical care that may be a potential source of embarrassment to the pupil, parent or carer. Some pupils at Leigham Primary School may require occasional or full-time intimate care. Individual pupils and their parents' views will be sought regarding the normal routines. To avoid embarrassment, their views will also be sought regarding what sex the carer will generally be; this will not govern emergency procedures, where speed of action may preclude the adherence to preference.

Aims

- To ensure the privacy and dignity of individuals is maintained at all times.
- To provide physical care to all pupils that complies with their wishes.
- To ensure all adults providing intimate care are aware of pupil's individual needs and routines.
- To ensure all adults providing intimate care are protected by the knowledge that the parents' and or pupils' views have been sought.
- To ensure that in an emergency, any available member of staff will carry out appropriate actions.
- To provide the appropriate guidance / information / training for staff regarding the manual handling of pupils when intimate care is needed.

Guidelines

- A pupil's privacy and dignity must be maintained at all times.
- Intimate care should be undertaken with tact, sensitivity and in an unhurried manner, appropriate to individual needs.
- An appropriately trained or knowledgeable carer should deliver the intimate care required.
- The carer should select an appropriate environment to deliver intimate care/meet the pupil's toileting needs.
- Wherever possible pupils should be encouraged to perform their own intimate care, and given the necessary support and encouragement to enable them to do this.
- Informed consent for a carer to deliver intimate care should be obtained from the pupil and/or the parent/carers on the permission form. Appendix i
- Any special requirements or concerns relating to intimate care should be identified and documented.
- Carers should know the wishes of parents and or pupils providing intimate care, these stated wishes must be followed. In an emergency, it is understood that any trained person will be appropriate.

- The care to be delivered should be explained to the pupil in a manner appropriate to their age and level of understanding
- The carer should respond as soon as possible to meet the pupil's needs with regard to personal hygiene.
- Due regard must be paid to the Health and Safety Policy.
- The highest standards of hygiene should be maintained throughout the delivery of intimate care, and appropriate materials should be available.
- The carer should document any adverse or unusual reactions exhibited by the child/adolescent during any intimate care procedures. These concerns should be reported to the class teacher. The delivery of further intimate care should be re-assessed if necessary.
- Should the carer have cause for concern regarding child protection issues, the Child Protection Policy procedure must be followed.
- All intimate care must be carried out with due regard to the Manual Handling requirements and in such a way that the carers remain safe.

Menstruation

- Students should be encouraged to change pads frequently and to dispose of them properly in the clinical waste bins.
- Staff should use gloves and aprons to protect themselves and any materials used should be disposed of in the clinical waste bins.
- Staff should recognise the signs of pain or discomfort. They should reassure the student and inform the nurse who can, with parental consent, administer pain relief if necessary.
- If pupils ask questions about why they are menstruating, staff should answer honestly, taking into account the level of understanding and subsequently inform teachers of their need to discuss the subject.