



HOLLYBANK PRIMARY SCHOOL & NURSERY UNIT

INTIMATE CARE PLAN

For pupils requiring support with toileting, nappy changing, or continence management

1. Pupil Details

	Information
Child's Name:	
Date of Birth:	
Class / Teacher:	
Medical Number (if applicable):	
Date Plan Started:	
Review Date:	(Usually every 6–12 weeks or sooner if needs change)

2. Summary of Child's Needs

Provide a short description of why intimate care is required.

Examples: delayed continence, constipation, bladder issues, developmental needs, sensory issues, toileting anxiety, medical condition.

Details:

- Nature of need:
- Frequency of toileting/nappy changes:
- Any known triggers, signs or behaviours indicating need:

	Information
--	-------------

Child's Needs:	
Frequency:	
Triggers/signs:	
Name of Health Visitor:	
Medication details:	
Medical advice :	
Continence Nurse:	

- Parent has been advised to seek medical input? **Yes/No**

4. Required Equipment and Supplies

(These are provided by the parent)

- Nappies / pull-ups
- Wipes
- Nappy bags
- Spare clothing

Storage location in school: _____

5. Intimate Care Procedures

5.1 Location of Care: in immediate absence of a changing bench HPSNU will be using the toilets and a changing mat on the floor

Nursery Toilets

5.2 Steps in the Process

- Child is encouraged to use toilet first where appropriate.
- Staff follow hygiene, PPE and infection control procedures.
- Staff maintain dignity, privacy and reassurance.
- Independence is encouraged where possible.
- Staff record each change/incident if part of the plan.
- If the child is too badly soiled to be cleaned with wipes, staff should contact:

Name:

Number:

5.3 Frequency

- Routine checks how often: _____
- Additional support when needed (signs, behaviours): _____

6. Staffing Arrangements

Requirement	Notes
Staff member:	
Backup staff:	
Two adult requirement?	<i>Only if risk-assessed (e.g., history of allegations or significant SEND).</i>
Staff trained in PPE, infection control, safeguarding?	Yes / No

7. Safeguarding and Recording

- Any marks, injuries, or concerning behaviours are reported immediately to the **Designated Teacher for Safeguarding**.
 - Intimate care log will be kept
 - Additional behaviour observations required? Yes / No
 - If the child refuses care, staff contact parents. (See contact above)
-

8. Parental Responsibilities

Parents agree to:

- Provide nappies, wipes, clothing, nappy bags.
 - Share relevant medical information.
 - Seek medical assessment when toileting frequency or symptoms suggest a clinical concern.
 - Communicate changes in routines or health.
-

9. School Responsibilities

School agrees to:

- Provide safe, hygienic changing facilities.
- Ensure dignity, privacy and respect at all times.
- Follow infection control procedures.
- Maintain records in line with safeguarding requirements.
- Review and update the plan regularly.

10. Emergency / Illness Procedures

Outline when parents will be contacted:

- Signs of illness (diarrhoea, vomiting, possible infection)
- Sudden increase in toileting frequency
- Distress or pain
- Soiling outside typical pattern or extreme soiling
- Safeguarding concerns

11. Signatures

Role	Name	Signature	Date
Parent/Carer			
Class Teacher			
SENCo (if applicable)			
Designated Teacher for Safeguarding			
Principal			

