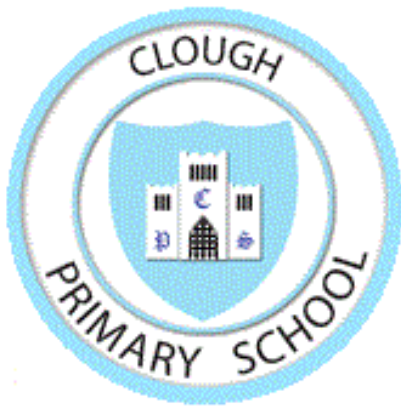


CLOUGH PRIMARY SCHOOL AND NURSERY UNIT



PERSONAL CARE POLICY

Updated: June 2025

Review: By June 2027

Signed: _____ **Date:** _____
Chairperson of the Board of Governors:

Introduction

This Personal Care Policy has been developed to safeguard all children and staff in Clough Primary School. It applies to anyone involved in the intimate, personal care of children.

What does Personal Care mean?

Personal Care refers to any activity which may be required to meet the personal care needs of an individual child. It is the responsibility of all parents / guardians to advise staff of the intimate care needs of their child. The staff, in turn, have a responsibility to work in partnership with the children and parents / guardians.

This can involve;

- Supporting a pupil with dressing / undressing.
- Providing comfort or support for an upset or distressed child.
- Assisting a pupil who is wet / soiled or has vomited.
- Assisting a pupil who requires medical care who is unable to help themselves.

Aims

The aim of our policy is to;

- Safeguard all children taking into account their individual needs.
- Ensure each child is treated with dignity and respect and given as much privacy as is appropriate to their age and situation.
- Safeguard all adults who are required to be involved in any aspect of a child's intimate care needs.
- Ensure each child is involved and consulted in their own personal intimate care to the best of their abilities.
- Ensure that levels of personal care are as consistent as possible.
- Ensure that parents / guardians are consulted with regards to the intimate care of their children.

Procedures in the event of your child requiring Personal Care

In all matters arising concerning intimate care the issues will be dealt with confidentially and sensitively and the young person's right to privacy and dignity will be maintained at all times. It will also be important to note that the child concerned will be given choices as to best deal with their particular situation and to ask them how much support or help they perhaps require.

(1) **Supporting dressing / undressing (due to wetting / soiling / illness)**

- Staff should always encourage children to attempt undressing / dressing unaided.
- Staff should always ensure they have notified another colleague of what is taking place and, if possible, the colleague remains nearby.
- Always give the child the opportunity to change in private.

(2) **Providing Comfort or Support**

- Where a child requires physical support, staff need to be aware that **physical contact must be kept to a minimum.**
- If physical contact is deemed to be appropriate, staff must provide care which is **suitable to the age, gender and the situation of the child.**
- If a child requires physical comfort from a member of staff, this should **always be done in the presence of others.**

(3) **Wetting and Soiling**

- If a child asks for help at any stage, to preserve dignity, an adult will encourage the child to try to clean himself/herself.
- If further assistance is required two members of staff will assist the child with wiping and cleaning. They will record this and inform the parent/guardian.
- If a child refuses assistance at any stage and cannot or will not change themselves then a parent / guardian will be contacted. The child will be supervised, comforted and kept away from the other children to preserve dignity until the parent / guardian arrives.
- A small supply of underwear and school clothing will be kept in school.
- If a child's underwear and clothing needs to be changed due to a wetting or soiling incident, the child will be asked to change themselves in private and carry out the act themselves.
- If a child is unable to change their underwear or needs cleaned perhaps due to soiling, the child will be asked if they would like help with this, and when possible, two adult staff members will assist them with this.
- In all instances a record of the incident will be kept in school and the parent / guardian will be informed by telephone.
- Wet / soiled clothing will be put in a plastic bag and sent home with the child. The 'borrowed' school clothing should be washed and sent back to school as soon as possible.

Medical Care

- Pupils requiring short term or long-term medical care, involving intimate care, will receive this care in line with the individual child's 'Care Plan'. The content of any 'Care Plan' will be **discussed and agreed with the relevant medical body and parents / guardians beforehand.**
- If it is necessary for appropriate staff in school to provide the level of medical care required, the staff member / members, **if in agreement,** will receive the appropriate training.
- Written permission must always be received from the person with parental responsibility before any medical procedure can be 'carried out' or any medication administered. (Appendix 1)

Guidelines for Staff

If a child requires assistance involving personal care, as previously outlined and list of contacts are unavailable staff will ensure:

- Parents / guardians are informed as soon as possible.
- Another member of staff is informed and / or involved about the action required.
- Protective gloves are worn (as appropriate).
- The child is consulted and their wishes / feelings are respected at all times.
- The child is encouraged to care for him / herself as far as possible.
- All physical contact is kept to a minimum when assisting a child however a staff member may be required to come into some level of physical contact in order to aid the child.
- Privacy is given to the child at all times.

Hygiene

All staff are familiar with normal precautions for avoiding infection and must follow basic hygiene procedures to avoid risk.

They have access to protective, disposable gloves which are stored in the First Aid Room.

Safeguarding Staff

Members of staff need to have regard to the danger of allegations being made against them and must therefore take precautions to avoid this possibility. In addition to the Guidelines outlined previously they should:

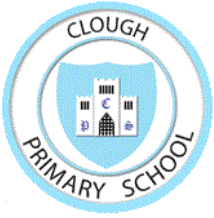
- Complete a Personal Care form and date and sign what has taken place.
- Report any marks, bruises, discolourations or swelling observed (including the genital area) to the Designated Teacher for Child Protection.
- Report any unusual emotional or behavioural responses by the child to the Designated Teacher for Child Protection.
- If they themselves accidentally hurt a child when assisting with any form of Intimate Care they must reassure the child, ensure their safety and report the incident immediately to the Designated Teacher.
- If a child needs assistance at the swimming pool with dressing or undressing, procedures as outlined in Point One on page 2 will be followed.

Safeguarding Children

All staff members working with the children in Clough Primary School are vetted and must gain 'Access N.I.' clearance before beginning to work in the school. Children's rights to privacy will always be respected when dealing with matters of intimate care.

Review

The procedures within this policy will be reviewed every second year as part of our overall Child Protection Policy.



Clough Primary School and Nursery Unit Personal Care Action



Child's Name: Class: Class Teacher:	Date:
<p>The above child required personal care today. This was carried out in accordance with our school Personal Care Policy, i.e. in the presence of a witness and with respect for the privacy, needs and wishes of the child. When care was given, the child's parent /guardian was contacted.</p>	
Brief Description of care provided:	
Signed: <ul style="list-style-type: none">• Teacher/Assistant: _____ • Witness: _____	

Appendix 1

Name of School – Clough PS and NU

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date _____ Review Date _____

Name of Pupil _____

Date of Birth _____

Class _____

National Health/Medical No _____

Medical Diagnosis _____

Contact Information

1 Family Contact 1

Name _____

Phone No (home/mobile) _____

(work) _____

Relationship _____

2 Family Contact 2

Name _____

Phone No (home/mobile) _____

(work) _____

Relationship _____

3 GP

Name _____

Phone No _____

4 Clinic/Hospital Contact

Name _____

Phone No _____

(If appropriate) Care/Hospital plan prepared by

Name _____

Designation _____ Date _____

Name of School – Clough PS and NU

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine.

Details of Pupil

Surname _____ Forename(s) _____

Address _____

Date of Birth _____

Class _____

Condition or illness _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container) _____

Date dispensed _____

Expiry Date _____

Full Directions for use

Dosage and method _____

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

Are there any side effects that the school needs to know about?

Pupil self-administration Yes/No (delete as appropriate)

Procedures to take in an Emergency

Emergency Contact Details

Name _____

Phone No (home/mobile) _____

(work) _____

Relationship to Pupil _____

Address

I understand that I must deliver the medicine personally to _____
(agreed member of staff) and accept that this is a service, which the school is not
obliged to undertake. I understand that I must notify the school of any changes in
writing.

Signature(s) _____ Date _____

Agreement of Principal

I agree that _____ (name of child) will receive
_____ (quantity and name of medicine) every day at
_____ (time(s) medicine to be administered e.g. break
or lunchtime break).

This child will be given/supervised whilst he/she takes their medication by
_____ (name of staff member).

This arrangement will continue until _____ (either end date
of course of medicine or until instructed by parents).

Signed _____ Date _____
(The Principal/authorised member of staff)

**The original should be retained on the school file and a copy sent to the parents
to confirm the school's agreement to administer medication to the named pupil.**