

Harrold Pre-School Policies



Intimate Care Policy

Overview:

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene, which demand direct or indirect contact with, or exposure of the genitals. Examples include care associated with continence.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Harrold Pre-School work in partnership with parents/carers to provide continuity of care to children wherever possible.

Changing procedure:

1. Children wearing nappies will be changed either if their nappy is unduly wet or if it is soiled.
2. Changing is to take place in the toilet area, ensuring a degree of privacy for the child.
3. A changing mat is provided and this must be wiped down with antibacterial spray/wipes before and after use. This is kept in the disabled toilet.
4. The child may be changed either lying down or standing up.
5. When changing a child, staff are to wear disposable gloves and aprons, which will be placed in a nappy bag and disposed of appropriately.
6. Nappies, wipes and bags are to be provided by the parent/carer. In the event that nappies or wipes have not been supplied, the Pre-School will provide them.
7. Only creams which have been prescribed by a doctor and written permission obtained from the parents, can be administered. These must be handed to a member of staff and a Medication Administration Form must be completed.
8. Soiled nappies and wipes must be double wrapped in nappy sacks and returned to the parent/carer for disposal.
9. Any soiled clothing must be double wrapped using plastic bags and placed under the child's coat peg. The bag must be labelled "soiled clothing" with the child's name.
10. Used gloves/aprons must be disposed of using nappy sacks, double wrapped and placed in the wheelie bin.
11. Hands are to be properly washed using the antibacterial hand-wash provided. Paper towels are to be used for drying purposes and disposed of in the bin provided.

Parents Agreement:

1. I agree to take my child to the toilet at the latest possible time before being brought to Pre-School.
2. I agree to provide the Pre-School with a separate changing bag to include:
 - a) At least three spare pull-ups, wipes and 6 nappy sacks (double wrapping is required).
 - b) An additional set of clothes to cover the possibility of soiled clothing due to leaks.
 - c) Any prescribed creams will be handed to the Pre-School Leader and a Medication Administration Form will be completed and signed.
3. I have read and agree with the attached policy.
4. I will inform the Pre-School if my child has any marks/rashes.
5. I understand that the Pre-School operates a "minimum change" policy i.e. my child will only be changed when their nappy is soiled or is unduly wet.
6. I will replace any Pre-School nappies, if I have not provided my own.
7. I am happy to discuss my child's toileting needs with staff at an appropriate time.

If there are medical or special educational needs, the SEN Co-ordinator will discuss these with the parents and devise a working plan to support the child.

Please sign and date:

Childs Name:

Parent/Carer:

Date: