



## Individual Intimate Care Plans

The following forms should be used in conjunction with the school's Intimate Care Policy, for pupils who need regular intimate care while in school.

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Reviewed 04/05/2019



# Ridge Community Primary School

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## Individual intimate care risk assessment for specific toileting requirements.

Name of assessor:

Signature:

Date:

Activity	What are the hazards to health and safety?	What risks do they pose and to whom?	Risk level H/M/L	What precautions have been taken to reduce the risk?	Risk level achieved H/M/L	What further action is needed to reduce risk?
Managing children with continence difficulties.	Trips/slip/falls	Minor/major injury to staff and pupils.	M	Spillage of urine and faeces to be dealt with quickly close liaison with parents to eliminate the problem through intimate care plan. and efficiently.	L	Spillage equipment to be kept available. Individual Intimate care plan regularly updated.
	Health risks	Staff and pupils infection, diarrhoea and vomiting.	M	Disposable aprons and gloves provided and used. Good hygiene practice observed. Staff aware of health risks.	L	Work in partnership with parent and child. Follow intimate care policy or individual intimate care plan.
	Manual handling	Major/minor injury	L	The individual plan will reflect the need for handling and	L	Work in partnership with parent and child. Follow



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				training given as appropriate.		intimate care plan.
	Child protection	Allegations of abuse against staff.	M	Staff trained and aware of good practice. DBS checked and Safeguarding. School access Lancashire safeguarding advisory service and also consult with the LADO.	L	Liaison with parents to understand the individual intimate care plan and procedure.



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## Individual Intimate care plan

**Child's name:**

**Date:**

**Review:**

**Nominated Carer's names:**

### Main Areas of need:

1. Support with removing soiled clothing
2. Support with cleaning self after soiling.
3. Support to get dressed.
4. Other:

**Detailed plan:** please refer to any toileting, dressing, undressing and medical needs as appropriate).

### Initial procedure:

Make sure a team member knows that you are leaving the main classroom to change a child.

Make sure the area is clear and free from hazards. Leave the toilet door open. Check that the appropriate supplies are immediately available. Be prepared to ask for support if not.

Put on disposable gloves and apron.

Proceed with child stood up in front of adult sat on low chair (back to door opening).

Support child to remove clothing and clean self, using minimum appropriate support.

Support child to dress with clean clothing.

Put soiled clothing in a nappy bag then in a plastic bag to go home.

Clean the immediate area with appropriate sanitiser. Put waste: pull ups/nappies, apron, gloves in a nappy bag to go in the Nappy disposal unit in the accessible toilet.

Adult wash hands, supervise/support child to wash hands.

Make a record of the incident. Inform parent/carer.

**Arrangements for trips:**



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**Staff training and communication:**

Advice sought from medical personnel?

Parent/carer involved in plan.

Child/young person involved in plan.

Specific training for staff in personal care role.



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## Record of discussion with parents/carers.

<b>Childs name:</b>	<b>DOB:</b>	<b>Class:</b>
<b>Date agreed:</b>		<b>Review date:</b>

<p><b>Working towards independence</b>, steps taken at home and at school. E.g. taking to toilet at timed intervals, using sign, symbol, reward. Specialist nurse referral.</p>	Details:
<p><b>Appropriate terminology:</b> for private parts and functions Agree with parent/carer.</p>	.
<p><b>Arrangements for changing.</b> Discuss Individual intimate care plan – only 1 member of staff changing discuss arrangements for safeguarding both staff and child.</p>	Details:
<p><b>Level of assistance needed.</b> Dressing, undressing, personal cleaning, hand washing.</p>	Details:
<p><b>Infection control:</b> Disposable gloves, aprons, disposal of waste. Cleaning area.</p>	Details:
<p><b>Sharing and recording information:</b> Has the child a rash, marks? any family/cultural practices? Any <b>allergies</b> to products?</p>	Details:
<p><b>Resources needed and provided by:</b> Nappies, wet wipes, pull ups, clothing, creams, disposal sacks, gloves, aprons.</p>	Details:



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Sanitiser, blue roll.	
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<b>Signed</b>	
Parent:	Date:
Key member of staff	
Role	Date:





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Record of personal care intervention.

Name:

Class:

Date	Time	Procedure	Staff signature	Comments/reported to parent/carer?