



Intimate Care, Toileting and Sunscreen Policy

Purpose and Scope

All children at Elham Pre-School have the right to be treated with dignity, respect and privacy at all times and in a safe environment. This policy sets out clear principles and guidelines on supporting intimate care. It should be considered in line with our Safeguarding Children Policy and Health and Safety Policy. It is written with reference to *The Intimate Care Policy Guidelines* (Department of Education, 2013).

Definition

Intimate personal care is defined as hands on physical care which supports personal hygiene. This includes toileting, washing, dressing and undressing, administration/application of medical treatments and sunscreen.

Partnership with Parents/Carers

Good communication/collaboration with parents is vital to providing care appropriate to the individual needs of the child. In particular, practitioners/keyworkers should discuss:

- What care is needed.
- The child's preferred means of communication – especially informing Pre-School of their specific terminology used to refer to parts of the body or bodily functions.
- The child's level of ability should be established, ie. What tasks they can do by themselves?
- Any cultural and religious sensitivities relating to aspects of intimate care should be acknowledged.

- Discussion between parents and Pre-School should take place on a regular basis to monitor any progress/change.
- Parents are encouraged to inform Pre-School of any injuries or marks children may have on their bodies.
- If children are still wearing nappies, practitioners ask parents to ensure they are wearing a clean, fresh nappy on arrival.

Parents/Carers are asked to supply the following (as appropriate): Spare Nappies, Wipes, Prescribed Creams, Nappy sacks etc..., Spare Clothes, Spare Underwear.

Best Practice

Practitioners at Elham Pre-School work with all children in moving towards independence whether they are toilet trained or not. Toilet/changing time or changing clothing is viewed as a positive experience, aiming to gradually increase the child's independence and self worth.

- When intimate care is given, the member of practitioners fully explains each task that is carried out using the child's name, so that they understand they are the focus of the activity.
- Practitioners give explanations of what is happening in a straightforward and reassuring way.
- Too much intrusion/presence of others is avoided wherever possible, to maintain privacy and dignity and safeguard the child (all Pre-School practitioners and committee members are DBS checked).
- Practitioners encourage children to do as much for themselves as they can, and give lots of praise and encouragement when they achieve.
- Any unusual responses to intimate care or behavioural changes is noted by practitioners and reported to Patricia Sutton or Maria Wakefield if practitioners have concerns.
- Children's preference for a particular carer or sequence of care is respected.

Health and Safety

In accordance with the Health and Safety Policy, Practitioners carry out all personal care tasks in a clean and hygienic manner.

Suitable hygienic facilities for toileting and changing are available and are left clean and tidy at all times. These include: A changing mat (which is antibac'd after each use), disposable gloves and aprons.

A log book is used to record the date, time, child's name and action taken (ie changed wet or dirty nappy, wiped bottom, changed clothes) which is then signed by a practitioner.

All body fluids are cleaned up immediately and disposed of safely to ensure good infection control practice.

When dealing with body fluids, practitioners wear disposable protective clothing and wash their hands thoroughly afterwards with antibacterial handwash and water. Disposable paper towels are used for drying.

Soiled children's clothing will be bagged to go home and not rinsed, as this may spread infection.

If an incident occurs children, will be kept away from the affected area until it has been completely dealt with.

Soiled nappies/pull ups are securely wrapped and disposed of appropriately.

Sunscreen

- Parents are asked to apply sunscreen during the appropriate season by Pre-School practitioners before the child is dropped off at Pre-School. This includes cloudy summer days, when the weather may later change.
- Parents must sign the book when dropping their child off, to confirm they have applied sunscreen.
- Parents are asked to supply a bottle of sunscreen – labelled with their child's name.
- Practitioners obtain written permission and signatures from parents to ensure they are happy for practitioners to reapply sunscreen to their child if necessary.
- If a child requires reapplication of sunscreen during Pre-School hours, this is done in accordance with the Intimate Care Policy – maintaining the child's privacy, dignity and personal requirements at all times (the same applies for any other topical application of medication or administration of any medication).

- The importance of wearing sunscreen is verbally enforced by practitioners in the way of educating children about the dangers of sun exposure.
- Parents are asked to supply sun hats for their children, labelled with their name. Spares are supplied by Pre-School if a child arrives without one.
- Children are encouraged to sit/play in the shade when the sun is very hot or kept inside – at the practitioner’s discretion.

This policy is due to be reviewed by the Committee of Elham Pre-School in March 2016.

Signed on behalf of Committee	Print Name	Role of Signatory	Date
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