



## BEVENDEAN INTIMATE CARE POLICY

Children at Bevendean, Danes Hill Pre Prep School, range in age between three and six years old and inevitably toilet soiling occurs because of the immaturity of some children and due to "accidents". The school's admissions policy states that children must be continent before starting school.

The school has a supply of clean underwear and we will assist a child to change their own clothing, replacing wet under garments with dry ones and dressing into games kit, which is always kept at school. In the event that a child has no spare clothing at school, which is often the case in Mini Transition and Transition, the three to four year olds, the school has a supply of spare tracksuit bottoms. Wet clothing is placed in a plastic bag to be given discreetly to the carer at the end of the child's day. Parents are always informed on such occasions.

In the event of a soiling accident, parents are called to come and deal with the child themselves wherever possible. If a child is regularly wetting and/or soiling a record will be kept and staff will try to pre-empt a problem with reminders about visits to the toilet. For the most part, this will occur because the child is unwell and the parent would be called anyway. If we are either unable to contact the parent or they are some distance away at the time of the call, we will undertake to change the child so that no child's cleanliness, dignity or health is compromised. In this case, wherever possible two members of staff will be present. The child will be cleaned, using the shower in the upper bathroom if necessary, or wet wipes. If it is not possible for two members of staff to attend, the bathroom door will remain open. Soiled clothing will be placed in a plastic bag for collection by the carer.

Gloves are provided for any staff who have to attend to a urine, faecal or heavy bleeding incident. Office staff will be aware of any necessity for administering intimate, hygienic care to a child because they will have been asked to make the call to the parent.

When a child has been injured in the playground, the staff on duty will attend to the child. Head injuries are all recorded in the Accident Book and always relayed to the parents, either in person at pick up time or by telephone call if the parent does not collect. In the event of a small child falling in the playground or sustaining any injury in any part of the school, staff will give comfort and reassurance to that child in the form of a hug or a pat where needed. In this respect staff are never in the playground or classrooms alone, there is always at least one other adult on duty or in the room.

For a more serious accident involving a visit to hospital or further treatment, a Danes Hill Pupil Accident /Incident Report Form must be completed.

Prescription medicines will only be administered after a parent has completed and signed the appropriate form to give permission for this. The teacher or the assistant in the child's classroom will give the medicine at the arranged time. Office staff are aware of the giving of medicines because the medicine fridge is located in the office. The school cannot accept responsibility for administering over-the-counter medicines.

R Samson

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