

Pensby Primary School



Toileting & Continence Policy

The staff & Governors - September 2013 / May 2014/July 2015/July 2016

Toileting & Continence policy

Policy Guidelines

Rationale

Managing the toileting needs of young children is part and parcel of managing their developmental needs and should not be seen as a separate or different issue. These guidelines are designed to give guidance on the management of the personal needs of young children in school and to assist practitioners to feel confident in their approach.

Our Aim

In order to comply with Child Protection Procedures, at Pensby Primary School we aim to exercise good practice in the toileting/ changing of children who require assistance. Staff will respect the child's privacy and cultural beliefs at all times and will encourage independence and good hygiene.

Expectations

- Parents/ Carers can expect that the school will provide adequate changing facilities for their child if they have an emergency toileting accident.
- Parents/ Carers can expect that only staff with Criminal Records Bureau clearance will change their child.
- It is expected that all children will be sent to school in pull-ups or ordinary pants, not nappies except in exceptional circumstances associated with a child's recognised additional needs. This is because the school does not have the facility to change nappies and the health and safety of staff and all children must be taken in account.
- It is expected that parents/carers will seek the advice of their Health Visitor or the School Nurse for support in toilet training their child.
- It is expected that parents/carers will agree and sign a personal care plan if their child attends school not yet toilet trained.
- It is expected that parents/ carers provide adequate resources for the changing of their child (as agreed in the child's personal care plan). For example, wipes, spare pants or pull-ups, a change of clothes.
- Staff cannot be required to change pull ups/nappies, unless the child has an HCP and this has been identified as a medical need.
- If a child cannot independently stand, remove their pull ups and be encouraged to attend to their toileting needs (and does not have a HCP), the family will be called to come and do this.

Procedures

If a child enters nursery at three or reception at 4 and has not started the toilet training process, staff need to enquire sensitively about the parents' or carers' understanding of their child's developmental needs. Refer the parents to their health visitor, who will be able to give advice on how to make a start.

- Lack of toilet training may point to an underlying physical or emotional difficulty. The health visitor will be best placed to identify and work with the parents or carers on this issue and may want to liaise with you regarding progress.
- A child who is not ready to be toilet trained may come to school in pull-ups but nappies should not be worn as the school does not have the facilities or staffing to safely accommodate nappy changing. Some children can come in pants and will be influenced by

others to use the toilet. This is a good way to toilet train without fuss. Parents should be asked to bring in spare underwear in a carrier bag with their name on.

- **Ask the parent or carer to take them to the toilet as they bring them into nursery/reception.** They may well be alright for the remainder of the session, although you may wish to support the toilet training process by following a routine at school.
- If pull ups need changing during the school session, try changing the child while they are standing up. This affords maximum privacy for the child.
- Allow children maximum independence. If you do not need to enter a toilet cubicle to help them, stand outside and offer verbal encouragement.
- Teach children to care for their own needs. Teaching them to be independent is a high priority and meeting their personal needs is no different from meeting their educational needs.
- If a child is regularly soiling or wetting, keep a record of the time this happens - you may be able to pre-empt a problem. This may also be helpful in establishing a routine.

Health and Safety

The school does not have nappy changing facilities in Nursery. The nearest facilities would require staff to leave the classroom and this would compromise the safety of the remaining member of staff and the remaining children. It is not reasonable to ask staff to kneel on the floor to change nappies as this could result in physical injury. Therefore on the grounds of health and safety, nappy changes cannot be facilitated in the school.

The most effective prevention for spreading infection is hand washing. Make sure warm water, adequate soap and a method of drying hands are always available. All staff should wash hands thoroughly after supporting any toileting issues. Paper towels must be available in the changing area for staff to dry their hands.

Equipment needed to change pull ups or mopping spills are gloves, polythene bags, and yellow bags. All staff must wear gloves when handling bodily fluids. All soiled materials must be put into a sealed bag. All materials contaminated by bodily fluids must be disposed of in a yellow bag. (Information regarding yellow bags will be part of the school's health and safety policy). The soiled materials should be wrapped in a bag and brought to the yellow bag disposal area in the disabled toilet near the office.

Child Protection

The following steps should be followed to ensure your own protection.

1. Have a written agreement with the parents or carers (see appendix). Explain how and when pull ups will be changed.
2. Try to ensure that the child changes in either the designated toilet area.
3. Always notify another member of staff subtly when leaving the room to help a child in the toilet area - a sign or signal may be useful.
4. Members of staff who do not feel comfortable are advised to opt out of changing pupils.
5. Leaving a child in dirty clothing could be considered to be a child protection issue in itself.
6. Where a child will not let a member of staff change them and is not able to do themselves, the parents will be called to change their child.

Hygiene

Hygiene and Bodily Fluids

The risks to dealing with spillages of body fluids are so small as to be virtually non-existent. Nevertheless the maintenance of good hygiene standards is important. Assume body fluids (blood, vomit, urine etc.) may be infectious and always follow hygiene procedures.

Universal Precautions

- Hand washing is the most simple and effective method for preventing the spread of infections.
- Hands must be washed using soap under warm running water, rinsing carefully and thoroughly drying them on disposable paper towels.
- Shared towels should not be used.

Hands should be washed:

- Before putting on, and after removing, protective clothing.
- Before and after physical contact with individual children.
- After handling contaminated items such as soiled pull ups.
- After using the toilet.
- After blowing your nose or covering a sneeze.
- Whenever hands become visibly soiled.
- Before eating, drinking or handling food.

Protective Clothing

Aprons

- Disposable plastic aprons should be used for all activities that may result in clothing being soiled with bodily fluids such as excreta.
- The apron should be thrown away and hands washed before dealing with a different child or any other activity.

Gloves

- Disposable gloves are **only** required where hands are in contact with body fluids, or for other health and safety reasons. For example when using a caustic cleaning agent.
- Gloves should be single use, well fitting and made of vinyl (latex and polythene disposable gloves with seams are unsuitable).
- Hands must be washed after removing gloves, as germ counts increase while gloves are worn.
- The toilets and sinks should be cleaned before sessions by site staff
- Parents should be given a note at the end of the session if It has been necessary to change their child and there is no agreement completed by the parent.
- If the child has demonstrated a stomach upset.

Skin

Cuts or abrasions in any area of exposed skin should be covered with a waterproof plaster dressing.

Changing Pull ups

- Hygienic practices involving pull ups and changing mats are vital as they are one of the commonest infectious problems.
- Changing mats should be covered with disposable paper which should be discarded after each child. If soiling occurs, the mat should be washed with hot soapy water and allowed to dry before further use. Adequate numbers of changing mats should be available. Torn or cracked covers should be disposed of immediately.
- Staff requiring to change children wearing pull-ups need a mat to kneel upon to protect their knees. This needs to have a vinyl surface so it can be cleaned as per the changing mats. A suitable mat would be a PE mat that has a cover which is not torn or cracked.
- Pull ups should be placed in a plastic bag, which should be tied securely before placing in a yellow bag.

Thorough hand washing, using soap and warm water, must follow any contact with soiled pull ups and changing mats.

Disposal

- All waste contaminated body fluids (disposable gloves and aprons, together with contaminated absorbent material and dressings) should be treated as clinical waste and placed into yellow bags.
- Yellow bags are only to be two thirds full.

In our EYFS Unit your child will need a 'Kit Bag'. In this bag they will need the following items. This bag stays on their peg every day. The purpose of the bag is to ensure we can keep your child clean and dry. We will inform you if any of the items are soiled so you can take them home and wash them.





PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

From time to time, children will have toileting 'accidents'. In those cases staff will help a child to independently change into dry clothing.

Child's Last Name	
Child's First Name	
Male/Female	
Date of Birth	
Parent/Carers name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing, showering and toileting, in the case of an accident.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care

Name _____

Signature _____

Relationship to child _____

Date _____

