



# TOILETING AND CONTINENCE POLICY

Date of Policy/Reviews	Author(s)	Approved by Gov. Body	Signed	Date for Review
Sept 2018	Dave Whiting			Sept 2019
Sept 2019	Dave Whiting			Sept 2021

Agreed by early Years Team and Pastoral Team September 2019

## Toileting and Continence

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to nursery. However we acknowledge that there may be children with longer term continence issues for whom an individual health care plan may need to be put in place. In addition there may be children joining us in school who are at various points of developing their independence in toileting who may well need short term support in this important area of self care.

No child will be refused a place in school in relation to continence issues. Rosehill Methodist Primary Academy is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development and in so doing fulfil a commitment to our inclusive academy ethos.

This policy aims to set out our procedures for managing continence and toileting problems with dignity and care to ensure the needs of individual children are met, and health and safety standards are maintained.

### **What happens if a child is admitted to school with current incontinence problems?**

The academy will work with parents to establish a mutually acceptable changing plan which is likely to cover the following points:

#### **Parents;**

- Agreement with parents to ensure that the child is changed at the latest possible time before being brought to school
- Provision by parents of spare nappies and /or underwear and a change of clothing
- Agreeing the procedures that will be followed when the child is changed at school
- Agreement that parents inform the academy should the child have any marks and or rashes
- Agreeing to a 'minimum change' policy i.e. the academy would not undertake to change the child more frequently than if s/he were at home
- Agreement to review arrangements should this be necessary

#### **Academy:**

- Agreeing to change the child should they soil themselves or become uncomfortably wet
- Agreeing how often the child would be changed
- Agreeing to report to parents should the child be distressed, or if marks or rashes are seen

In order for this to be effective an initial meeting followed by regular reviews will be required. It is at these meeting where the continence plan would be agreed and reviewed as necessary.

In some circumstances an intimate care plan may be required. This plan will detail specific procedures relevant to the individual. Forms 4, 5, 6 from the intimate care plan guidance to be used to record and monitor.

### **Hygiene Procedures to follow for changing a soiled nappy or soiled underwear and clothing.**

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled nappies to be double wrapped, and placed in a hygienic disposal Unit.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Paper towels available for drying hands

### **Staff Guidelines for dealing with a soiled or wet child**

*Note these guidelines are for children who are too young to clean themselves effectively or who have some development difficulties.*

*These guidelines are not for occasions where the incident is a 'one off accident' and the child is sufficiently independent to clean themselves.*

In this situation the staff who are supporting the child to change **should not** wipe or clean the child. The child should be encouraged to do the best they can and for their parents to be contacted. However, the same levels of dignity, privacy and kindness should be extended. In these incidents soiled underwear should be double wrapped and placed in the child's school bag for washing at home and parents informed.

For children in the Foundation Stage the teaching staff and support staff will assist the child to change soiled or wet clothing.

Older children will be supported in cleaning and changing as determined by their level of independence.

### **For children requiring support**

1. Before changing a child staff will inform another member of staff discretely that they are going to change a child.
2. Staff will explain to the child what they are going to do to help clean them up.
3. The adult will take the child to the toilet area in the foundation stage or if the child is in an older year to the relevant toilet area, ensuring dignity and privacy are respected.
4. The child will normally be asked to stay standing.
5. Adult should wear disposable rubber gloves.

6. Only essential garments should be lowered or removed.
7. Remove soiled underwear and double bag.
8. When washing or wiping, always remind the child do this front to back to prevent infection
9. Encourage the child to dry themselves properly.
10. Replace pad nappy/ underwear (child encouraged to help if able to do so)
11. Encourage child to wash and dry hands
12. Tidy and clean changing area disposing of soiled items as per above hygiene guidelines
13. Wash own hands

### **What to do if a child become distressed during the changing process**

Talk the child through each step and reassure them that they will feel much better when they are clean. If the distress is such that it is difficult to continue then stop the changing process. If this results in a hygiene issue then parents should be contacted to explain the situation and an agreed course of action established.

In any event a record must be made of distress, whether or not the changing was completed and parents informed as soon as possible.

If there is any concern re child protection issues these should be dealt with in accordance with academy policy.

### **What to do if any marks or redness are seen**

If marks or redness are seen then this should be recorded and reported to the child's parents as soon as possible.

If there are any child protection concerns these should be dealt with in accordance with academy policy

### **Access to Relevant Training**

This policy and guidance does not replace the need for appropriate staff training where this is felt necessary and the academy will work with parents and relevant agencies to ensure staff are adequately trained for dealing with incontinence issues.

This policy should also be read in conjunction with the academy's Safe Guarding Policy and Special Educational Needs Policy.

Rosehill Methodist Primary Academy Continence Management Plan

Childs Name:

DOB:

Class:

Problem Areas	Action To Be Taken
Medication	Side Effects

Does the pupil require a change of clothing to be kept at school? Yes / No

What other equipment does the parent/carer agree to send in e.g. wipes, towel.

Agreed number of times the pupil will change in one day. \_\_\_\_\_

Names of the staff who will support the pupil. \_\_\_\_\_

Date plan completed and agreed on:

Review Date:

Signed:

Parent/Carer: \_\_\_\_\_

Teacher: \_\_\_\_\_

Teaching Assistant: \_\_\_\_\_

Others: \_\_\_\_\_

A completed signed copy of this form is to be given to the parent/carer

**Form 4 Toileting plan**

<b>Record of discussion with parents/carers</b>
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<b>Child/young person's name:</b>	<b>Date of birth:</b>	<b>Date agreed:</b>
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	Details	Action
<b>Working towards independence:</b> Such as taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used		
<b>Arrangements for nappy/pad changing:</b> Such as who, where, arrangements for privacy		
<b>Level of assistance needed:</b> Such as undressing, dressing, hand washing, talking/signing to child/young person		
<b>Infection control:</b> Such as wearing disposable gloves, nappy disposal		
<b>Sharing information:</b> Such as if the child/young person has a nappy rash or any marks, any family customs/cultural practice		
<b>Resources needed:</b> Such as special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves		

<b>Signed:</b> Parent:  Key member of staff:	<b>Review date:</b>
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c.c. Parent/carer



**Form 6**

**Agreement of intimate care procedures for a child or young person with complex needs**

The purpose of this agreement is to ensure that both parents/carers and professionals are in agreement with what care is given, who is providing the care and that the appropriate training is given.

Teaching of the care procedure may be carried out by the parent/carer or by the professional experienced in that procedure.

When the parent/carer and/or professional are agreed the procedure has been learned and the staff carer feels comfortable with, and competent to administer that procedure this record should be signed by the parties. One copy should be given to the staff carer, one retained in the staff carer's personnel file and one filed in the child/young person's medical health record.

Child/young person's name.....

Procedure.....

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Staff carer's name.....

Staff carer's signature..... Date.....

**Parent/carer and/or professional**

I have taught the above procedure to the named staff carer and have assessed him/her as able to perform the care as instructed.

Signed..... Date.....

Designation.....

Date reviewed..... Autumn term

Date reviewed..... Spring term

Date reviewed..... Summer term.