



Personal Care Procedures/ Policy

Updated September 2022



At Langdon Park School we recognise that all students have different rates of development and differing needs. The majority of the students achieve continence by end of their primary education however, there are some students who are not fully independent. Some students may remain dependent on long-term support for personal care, while others progress slowly towards independence. The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting or soiling accidents can cause enormous stress and embarrassment to the student and families concerned. Difficulties with continence severely inhibit a student's inclusion in school and the community. Students with toileting problems who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential. We are committed to ensuring that all students are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to the continence needs of our pupils where necessary.

The Personal Care Procedures Aims to

- 1.1** Safeguard the rights and well-being of students regarding Health and Safety, dignity, privacy, choice, religious beliefs and culture
- 1.2** Ensure that students are treated consistently when they experience intimate personal care
- 1.3** Assure parent/carers that all staff are knowledgeable about personal care and that individual concerns are considered and are acted upon appropriately
- 1.4** Where appropriate involve parent/carers in any decision about the personal care of their son/daughter/ward
- 1.5** Provide appropriate guidance, training, supervision and reassurance to staff and to ensure safe practice
- 1.6** Ensure that parents/carers and students, where appropriate, are actively involved in the development of agreed personal care protocols
- 1.7** Ensure that details of an agreed individual personal care protocol are shared with other agencies that support the student, as appropriate
- 1.8** Take into consideration the student's choices in developing an individual personal care protocol with parent/carer agreement, as appropriate

Definition of Personal Care

2.1 Personal Care is any care which involves washing, touching or carrying out an intrusive procedure that most students carry out for themselves but which some are unable to do due to physical disability, additional support needs associated with learning difficulties or medical needs.

2.2 Personal Care may involve help with drinking, eating, dressing and toileting. It may also require the administration of invasive medication. Usual practice at Langdon Park School is that staff do not administer medication to students. We also do not have students who require to be physically fed however, will require encouragement to do so.

2.3 In most cases, personal care will involve procedures to do with personal care. Staff always double up.

2.4 Staff providing personal care must be aware of the need to adhere to the School's Safeguarding Policy, to minimise the risks for both students and staff. It is important that staff are supported and trained so that they feel confident in their practice.

2.5 Personal Care involves helping students at Langdon Park School with aspects of personal care which they are not able to undertake for themselves, either because of learning difficulties/developmental delay, physical disability or illness. Students with disabilities may require help with moving and handling, eating and drinking and all aspects of care including:

- Washing
- dressing and undressing;
- supported eating;
- toileting & menstruation;
- physiotherapy exercise programme
- applying topical medicines (e.g. sun creams, eczema creams)

The parent

- providing the school with spare clothing to change into in case of an accident
- understanding and agreeing the procedures that will be followed when their child has an accident at school
- agreeing to inform the school should the child have any marks/rash
- Agreeing to review arrangements should this be necessary
- Understanding and explaining to the child that staff will be wearing full PPE whilst supporting them.

The school

- agreeing to change the student during a single session should they wet/soil themselves or themselves
- agreeing to report should the student be distressed, or if marks/rashes are seen
- agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help families and staff feel confident that the setting/school is taking a holistic view of the student's needs. Should a student with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

Personal Care Procedures

The staff at Langdon Park School will follow agreed procedures as listed above when attending to the care or continence needs of any student within the setting, whether this be a student with a care plan agreement or a student who has had an occasional 'accident'. Health and Safety Procedures
When dealing with personal care and continence issues, staff will follow agreed health and safety procedures to protect both the child and the member of staff.

Child Protection

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child then a single practitioner will not undertake changing. A student on placement or a one-day supply staff will not change a student unsupervised. Wherever possible, the same member of staff will be designated to change named students. This reduces the risk to the student and promotes their dignity.

Monitoring and Review

- The SENCO / Inclusion Leader will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENCO / Inclusion Leader's responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL- Ms Mary O'Brien) and subsequently the Head Teacher for further referral if appropriate.
- This policy runs alongside other school policies, particularly Safeguarding Children, SEND, and Health and Safety.

Annex 1

Consent letter to be signed by parents.

Dear Parent/Guardian of _____

REFERENCE: PERSONAL CARE

I _____ parent of
_____ in Y___ have read and understood Langdon Park's Personal Care
procedures.

I do/do not give consent to the school to support my child in the event they have wet or
soiled themselves.

The staff can also call me if they would like support with this.

In return, I will inform the staff if my child has bruises or any marks beforehand. A change of
clothes in a well labelled bag will be given to my child's key worker to keep in school.

Additional information

Name of Parent/Guardian in block letters: _____

Signature: _____

Date: _____