



Intimate Care and Close Contact Policy

Statutory Policy: No	Ratified by the FGB:	22.01.26
Source: LZW		
Policy to go on website: Yes	Bi-Annually - Spring 2028	

Intimate care/assistance and activities requiring close personal contact can be identified as any personal care/assistance that involves an individual’s personal space. This may include any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children’s intimate areas e.g changing for PE/swimming, toileting, feeding and drinking, medical procedures such as enteral feeding (Note the list is not exhaustive).

At Lady Zia Wernher School maintaining each pupil’s dignity with proper regard for privacy is at the heart of all personal care activities. This must be combined with fulfilling our duty of care, mutual safety and hygiene. All procedures have due regard for dignity and privacy and consider age, gender, culture and physical and developmental needs.

The guidelines cover a variety of activities and it must be accepted that there has to be a degree of flexibility and judgement within some situations. The guidelines must be followed in the context of Child Protection, Health and Safety and Disclosure and Barring procedures.

LZW adopts the NHS ‘The gloves are off’ campaign. This recognises that gloves are not required when there is no contact with bodily fluids.

TOILETING

The following must be taken into consideration:

- The need for privacy, whilst being aware of the need to protect staff from allegations and pupils from possible inappropriate touching. Staff to inform others when taking/supporting a pupil to the bathroom on their own.
- Consistency of approach with necessary information being communicated to all appropriate staff.
- Reference to Individual Care Plans provided by SEN Nurses e.g for pupils with catheters, Pupil Profiles and Moving & Handling Risk Assessments.
- Encourage as much independence as possible

- Be aware of staff's own personal hygiene with hand washing.
- PPE aprons and gloves if required where contact with bodily fluids is highly likely
- Be aware of general hygiene and procedures for disposal of waste.
- Give sufficient time for the pupil to achieve, to be aware of expectations and be familiar with the type and frequency of prompts.
- Ensure females (and boys who catheterise) are cleaned front to back.
- Creams etc, only to be used with written permission from parents and in most cases with a pharmacy label.
- Whilst discrimination laws allow all staff to change any child, it is best practise and school's preference for a female staff member to be present for changing female pupils and where possible a male to change males pupils. When 2 staff are required for pupil changing, a male and female can be present.
- Staff are trained/signed off by the school nurse as confident and competent for medical interventions, e.g. colostomy and catheterisation and Individual Care Plans are up-to-date and followed.
- Beds used will be thoroughly cleaned and disinfected after use.
- Pupils will only be left alone in a bathroom if they are independent toilet users or are safely strapped on to a toilet seat and can independently call out for assistance if and when required.
- Give verbal prompts/instructions before touching, moving or handling pupils.
- Have due regard for instructions given by therapists regarding individual pupils' movement/transfers etc.
- Use equipment recommended to assist with moving/transfers.

FEEDING/EATING

The following must be taken into consideration:

- All procedures to be kept up-to-date with information from health professionals and parents such as pupils' allergies, likes and dislikes and normal routine.
- Staff to maintain good hand hygiene, washing hands before and during feeding/handling food and when moving from pupil to pupil. PPE aprons and gloves if required
- Gloves should to be worn for enteral feeding as per SEN Nursing training
- Pupils who are nil by mouth or enterally fed can still be at risk of choking, staff to should follow Health Assessment/emergency care plan, SaLT Reports and Pupil Profile documentation.
- The importance of social interaction at snack/lunch time should not be underestimated.

CLEANLINESS/PERSONAL HYGIENE/ KEEPING OURSELVES CLEAN

The following must be taken into consideration:

- Routines such as washing hands/face and teeth brushing can be introduced, taught and supported within the school environment.
- PPE Gloves if contact with bodily fluids are highly likely.
- Pupils who are nil by mouth or enterally fed can still be at risk of choking, staff to should follow Health Assessment/emergency care plan, SaLT Reports and Pupil Profile documentation.

- Secure documented parental agreement
- Staff trained through Dental Wellness Trust or similar body
- Encourage as much independence as possible
- Give sufficient time for the pupil to achieve, to be aware of expectations and be familiar with the type and frequency of prompts.
- Be aware of staff's own personal hygiene with hand washing and use of appropriate PPE
- Give verbal prompts/instructions before touching, moving or handling pupils.

THE ROLE OF STUDENTS/ VOLUNTEERS/ HELPERS

- Intimate care procedures may be carried out following risk assessment and training and if deemed appropriate to their role.
- May assist in helping pupils change for PE if supervised by a member of school staff.
- Should not assist with any feeding requiring medical training to give food
- May assist at the dining table in general situations.

POLICY LINKS

- Children with Medical Conditions
- Medicine Administration

REFERENCE DOCUMENTATION

Dental Wellness Trust information and Consent - Risk Assessment, Model agreement form, DWT Manual, Parental consent letter and Quality Assurance checklist. LZW T Drive – Teeth Brushing, Info, Letters etc

APPENDICES

- A – SEN Nursing Team – Enteral Feeding – hygiene routine
- B - World Health Organization – How to Handwash
- C - Use of PPA – Dept Health and Social Care - 1st March 2024
- D – SOP – Use of PPE

Appendix A

PPE and Enteral Feed – Information from SEN Nursing Team Training Powerpoint:

- Remove jewellery (watches/rings) and roll sleeves to above the elbow. Nail varnish and false nails should be discouraged. Wash hands.
- Prepare area and equipment
- Wash work surface
- Clean blue tray and cup (each child should have their own allocated)
- Set up tray and equipment
 - Syringes
 - Giving set
 - Feed – marker pen/label
 - Medication
 - Water – *cooled boiled water to be used within 24 hours and kept in a jug with a lid.*
 - Papertowel
 - Flocare container- marker pen/label
 - Extension set if required
 - Gloves
 - Flocare Pump
 - Bag with insert
- Folder with treatment sheets on the correct page which has been verified against diet plan

Enteral feeds and enteral medications require wearing of aprons and gloves.


Oral medications do not require gloves; however hand washing is essential when doing all interventions and between interventions as well. See guidance on glove wearing SOP (Standard Operating Procedures Appendix D

APPENDIX B

WHO – How to Handwash

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 **Duration of the entire procedure: 40-60 seconds**



0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health
Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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WHO acknowledges the National Universidade de Saúde (NUS), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009

APPENDIX C

Source – Department for Health and Social Care - Infection Prevention and Control – 01.03.2024

GLOVES

LZW operates the NHS 'The gloves are off' campaign. Gloves are not required when there is no contact with bodily fluids. Gloves are not an alternative to hand hygiene and should generally not be worn except when a specific care task requires them.

Staff may use gloves to reduce risk of contamination/aggravation of own skin. Staff to ensure small cuts etc are covered appropriately and take responsibility for reducing risk of infection. Some pupils may not tolerate staff wearing aprons and may grab/rip them.

The assessment should include:

- who is at risk, and whether gloves are required
- what the risk is - the potential for exposure to blood, body fluids, secretions or excretions
- where the risk is - contact with non-intact skin or mucous membranes during general care and any invasive procedures

Wear gloves for care tasks involving contact with non-intact skin, or mucous membranes, and all activities where exposure to blood, body fluids secretions or excretions is anticipated - such as dressing wounds or carrying out personal care.

Gloves should be worn when applying topical creams or medications which might be absorbed into the skin of the care worker applying them.

Gloves should also be worn when handling chemicals as recommended by a control of substances hazardous to health (COSHH) assessment, for example when handling cleaning products which may cause irritation. See [HSE advice on carrying out COSHH assessments](#).

Ensure gloves used for direct care are single use, fit for purpose and well fitting. Put them on immediately before the care activity, and change gloves between different care activities for the same person (for example, between continence care and oral care).

Dispose of gloves between caring for different pupil and between different care activities for the same pupil - for example, after bathroom routine and before brushing their teeth, and before contact with other items such as door handles. Do not reuse gloves. Wash hands after removal of gloves

APRONS

Wear plastic disposable aprons when there is a risk that clothing may be exposed to blood, body fluids, secretions or excretions. This could include activities such as personal care.

Use plastic disposable aprons for one procedure or one episode of care. Dispose of aprons when unclean, after the completion of the care activity and between care of different pupils.

Note further information and guidance may be located within other Gov.uk sources e.g.

- Preventing and Controlling Infections – 12th September 2024
- Specific Settings and Populations: Additional Health Protection Considerations

APPENDIX D



Standard Operating Procedure

Area of school	Whole School	SOP Creation date	October 2024
		Review period	Bi-annual
SOP Owner	Louise Willis	Last reviewed	07.11.2024
Approval if required	N/S		
Electronic document location	T:\ORGANISATIONAL\Standard operating procedures\Use of PPE		

Name of procedure	Use of PPE – disposable gloves and aprons
Purpose of procedure	Clarity of use of PPE during intimate care and medical procedures
Responsibilities	All class based staff
Procedure	<p>LZW operates the NHS ‘The gloves are off’ campaign. Gloves are not required when there is no contact with bodily fluids. Staff may use gloves to reduce risk of contamination/aggravation of own skin. Staff to ensure small cuts etc are covered appropriately and take responsibility for reducing risk of infection. Some pupils may not tolerate staff wearing aprons and may grab/rip them.</p> <p>Mandatory use of gloves Oral stimulation & Application of topical creams e.g barrier creams</p> <ul style="list-style-type: none"> • Hand washing following WHO guidance, • wear gloves, • remove gloves and bin, • repeat hand washing. • Repeat process when moving between pupils <p>Enteral feeding - follow SEN Nurse Training Guidance Toileting for pupils who require physical assistance – Hand washing following WHO guidance, wear gloves and apron. Use single use wipes/paper placing all soiled items including pads into nappy sack and place in lidded bin. Any soiled clothing to be placed into a carrier bag and sealed before putting into pupils’ bag. Clean all surfaces using antibac and paper towel e.g changing plinth, toileting seats, ensuring antibac is returned to secure cabinet on completion. Remove gloves and bin. Repeat hand washing. <i>Gloves and aprons may be changed during procedure if they become soiled.</i></p> <p>Non-mandatory use of gloves Food handling, Feeding, face & hands washing, teeth cleaning, Nose & mouth wiping</p> <ul style="list-style-type: none"> • Hand washing following WHO guidance, • Repeat process when moving between pupils • Gloves/apron may be worn to reduce soiling of staff clothing. • Gloves may be worn if there is a high risk of bodily fluid contact <p>Administration of medicines - follow SEN Nurse Training Guidance</p>
Resources	Disposable gloves (latex and powder free), aprons
Safety issues	Staff to be aware that use of gloves DOES NOT reduce need for good hand hygiene practices
Linked documents	Intimate Care Administration of Medication Medical Conditions in Pupils