



**St Mary's CE Primary School**  
Felsham Road  
Putney

# **Personal Care Policy**

*At St. Mary's we aim to provide a high quality education to enable every child to reach their full potential within an inclusive and nurturing Christian community*

## **Rationale**

The purpose of these guidelines is to set out procedures that safeguard pupils and staff by providing a constant approach within a framework that recognises the rights and responsibilities of all those involved in providing personal care for children.

We recognise that personal care raises complex issues. Whilst it may not be possible to eliminate all risks, the balance should be on the side of dignity, privacy, parental choice (and where appropriate pupil choice) and safety.

## **Definition of Personal Care**

Personal care involves helping pupils at St. Mary's with aspects of care, which they would otherwise undertake for themselves. This policy relates to pupils with disabilities who might require help with moving and handling, eating and drinking and all aspects of care including:

- Washing
- Dressing (including swimming)
- Supported eating (including tube feeding)
- Administering medication
- Toileting and menstruation
- Physiotherapy exercise programme/manual handling
- Massage/intensive interaction
- Dental Hygiene
- Care of Tracheostomy
- Topical medicines (e.g. sun creams, eczema creams)

Younger children in the Early Years Foundation Stage may require assistance with personal care as part of their natural development and school staff will support pupils and families in these situations. Where a higher level of support is required a referral may be made to the family's Health Visitor for further advice.

## **Aims**

- Safeguard the rights and well being of pupils with regard to dignity, privacy, choice and safety
- Assure parents/carers that all staff are knowledgeable about personal care and that individual's views are taken into account and when possible are acted upon
- Parents/carers to be involved in any decision about the personal care of their children
- To provide guidance and reassurance to staff

- To ensure that parents/carers and pupils (where appropriate) are actively involved in the development of agreed Personal Care (PC) protocols
- The school will ensure that details of an agreed individual PC protocol (see appendix 1) are shared with other agencies that support the pupil out of the school
- Pupil choice where appropriate will be taken into consideration in developing an individual PC protocol with parent/carer agreement
- Provide staff with information and appropriate training in Personal Care.

### **Approach to Best Practice**

The management of all children with personal care needs to be carefully planned. Staff who provide personal care need to follow the agreed personal care plan and undertake training if appropriate (manual handling).

### **Principles of Best Practice**

- To allow the pupil to care for him/herself as far as possible, encouraging independence and to encourage pupils to carry out aspects of personal care, as part of their personal and social development. Targets may be set in developing these life skills.
- To provide facilities appropriate to the pupil's age and individual needs.
- To show awareness of and be responsive to the child's reactions, their verbal and non-verbal communication and signifiers.
- To use the opportunities in PC to teach children about the value of their own bodies, to develop their personal safety skills and to enhance their self-esteem.

### **Communication Regarding Personal Care**

- Letter of Permission

Permission must be sought from the parent/carer before any form of regular personal care can be undertaken (see appendix 2). All those staff working with the child should have access to this before undertaking any personal care.

- Daily Home/School Communication

Where personal care has been administered feedback will be given to parents via the Class Teacher or other agreed method.

- Communication of Personal Care information to Parent/Carer

Information on sensitive issues of personal care will be communicated by telephone, sealed letter, email or personal contact as appropriate. A separate table/recording system may be required. Staff should have a knowledge and understanding of parental and cultural preferences and take these into account. They must continue to maintain confidentiality and dignity for the pupils.

- Staff Communication with Pupils

Appropriate use of language, signs, symbols, photographs of the environment or objects should be used as appropriate at all times. Staff should work in a reassuring, supportive and focussed manner with the children when involved with PC.

## **Responsibilities**

### Management Responsibilities

- To ensure that staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedure; manual handling; awareness of medical conditions and associated first aid/child protection procedures; and other aspects of personal care.
- To provide an Induction programme for new staff and ensure that they are made fully aware of the individual PC protocols for any specific pupils that they are working with and supporting.

### Staff Responsibilities

- Staff must be familiar with the Personal Care policy/procedures
- Staff must adhere to the agreed policy and procedures
- Inclusion Manager and staff responsible for personal care will liaise with parents/carers and other appropriate services over the development and implementation of the agreed PC protocol
- Inclusion Manager to liaise with other professionals regarding specific aspects of Personal Care (e.g. physiotherapy) and their advice will be included in the pupil's individual PC protocol.
- Inclusion Manager and staff responsible for personal care will work in consultation with the school nurse in the development of individual PC protocols.
- Specific support staff will take part in additional PC training for children where more complex needs require a PC protocol.

### Policy Review and Evaluation

This policy has been developed in liaison with school staff and governors. It will be reviewed every three years, or when relevant national or local guidance indicates additional need.

### Other Relevant Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Inclusion Policy
- SEND Information Report
- First Aid, Medicines and Supporting Children with Medical Conditions in School
- Equality Information and Objectives
- Accessibility Plan
- Induction

### Consultation and Participation

The Inclusion Manager will review this policy every 3 years as well as responding to trends that suggest the need for earlier review.

### Monitoring and Review

The Inclusion Manager, Kerry Dunford, will review this policy every 3 years as well as responding to trends/changes in legislation or policy that suggest the need for earlier review. The Pupil committee has oversight of this policy.

Name/s and job title of reviewer	Date of review	Date of governor approval	Suggested date for review
Mrs Kerry Dunford - Inclusion Manager	October 2018	1 <sup>st</sup> November 2018	October 2021

**Personal Care Protocol**

To be completed by class teacher and parent/carer & shared with all staff who are involved in supporting the child.

Name of pupil:
Class Teacher:
School Staff Involved (including support staff, school nurse, specialist staff): 1. 2. 3. 4. 5.
Other Agency Staff (state reason for involvement) 1. 2. 3.
Nature of Personal Care provided (inc. changing, toileting, feeding, showering, medical intervention, first aid, physical education)
1
2
3
4
5
Parental Permission agreed                      YES/NO
Special Arrangements for Changing (please inc. number of personnel involved if agreed by parent or it is a CP or Moving and Handling requirement)
Special Arrangements for Toileting (please inc. number of personnel involved if agreed by parent or it is a CP or Moving and Handling requirement)
Other Special Arrangements (Include any other personal care not shown above)

Signature of Class Teacher.....

Signature of Parent/Carer.....

**Permission for School to Provide Personal Care**

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 personal care to my child e.g. changing, toileting, feeding, showering, medical support or other.

I would like to advise you that I would like the following to be the school's approach to this:

Special arrangements for my child should be as follows
--

I will advise the Inclusion Manager of any medical issues which impact on the personal care of my child.

Medical issues are
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Name ..... Date .....

Signature.....

Relationship to the child .....