



Procedures to be followed if a child needs to be cleaned and / or changed while at school

Any member of school employed staff may change or clean a child. In the Foundation Stage this will be the child's Key Person or a member of staff familiar to the child. In the main school it will be a member of staff familiar to the child.

Cleaning a child may involve any of the following:

- Adult supervision / direction of a child to wipe themselves clean;
- Adult wiping a child if they can not manage alone;
- Adult supervision / direction / involvement in showering the child clean;
- Adult supervision / direction / involvement in dressing the child in clean clothes.

Students or volunteers on placements will never be asked to change or clean a child.

Designated changing areas have been identified throughout school and will always be used.

Staff will wear disposable gloves and aprons.

Wet or soiled nappies to be double wrapped and disposed of via the normal domestic waste route.

Soiled clothing will be stored in a suitable place for collection by parent/carer at end of the session/day. (Not in a public place e.g. on a coat peg).

Changing area to be cleaned after use.

Hot water and liquid soap are available to wash hands as soon as the task is completed (for children and staff).

Hot air dryer or paper towels available for drying hands (for children and staff).

If a staff member notices anything that raises concerns regarding a child's welfare (marks, injuries or comments made), or improper practice, they will follow procedures laid down in the school's Safeguarding Policy and Child Protection Guidelines. Copies are available on request.



Home – School Agreement for a child with an identified continence issue

The parent / carer

- I will ensure that the child is changed at the latest possible time before being brought to school.
- I will provide the school with spare nappies / underwear, a change of clothing and any prescribed creams.
- I understand and agree the procedures that will be followed when my child is changed at school –including the use of any cleanser or the application of any prescribed cream.
- I agree to inform the school should my child have any marks/rash.
- I agree to a 'minimum change' policy i.e. I understand that the school will not undertake to change my child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary.
- I agree to details of my child's care plan being shared with any school staff involved in my child's care.
- I will work with school and health to work towards full-continence (where able).

I have read and understood the above procedures and give permission for my child to be changed and / or cleaned if necessary.

Signed (parent / carer):

Date:

The school

- We will identify the key person and staff engaged in the child's personal care.
- We will agree the child's care routines with the parents/carers.
- We will follow the agreed care plan, stating how often the child will be changed during their time in school. If the need arises, we agree to change the child more often than stated in the care plan and will review this with the parent / carer.
- We agree to monitor the number of times the child is changed in order to identify progress made.
- We agree to discuss any marks or rashes seen.
- We agree to review arrangements.
- We will support carers to work towards full-continence (where able) giving support and advice and making links to health care professionals.

Signed (school representative):

Position in school:

Date:



BERKELEY PRIMARY SCHOOL
Contenance Policy Appendix 1 - Parent / School Agreement



Care plan for a child with an identified continence need

Child's name:			
Name of key person involved in the child's care (school representative):			
My child is currently wearing (circle as appropriate):	nappies	pull-ups	underwear
My child needs to be changed..... times during a 3 / 6 hour session (insert number and delete as appropriate).			
My child needs to use the following creams / cleansing products / prescribed medication:			
I will provide the above creams / cleansing products / prescribed medication.			
Further information (e.g. medical condition and any allergies):			
Parent / carer's name:			
Parent / carer's signature:			
Signature of school representative:			
Position in the school:			
Date of care plan:			
Date of care plan review:			