



Together we can!

BEECHWOOD JUNIOR SCHOOL

Continence and Toileting Policy 2023 - 2024

Reviewed By: L Phillips
Date of last review: November 2023
Date of next review: November 2024

Aims:

This policy sets out the procedures for handling continence, toileting and changing soiled or wet children with dignity and kindness to ensure the needs of individual children are met and health and safety standards are maintained at Beechwood Junior School

General Toileting

Children may go to the toilet during their comfort breaks: break times and lunchtimes. If children request the toilet during lessons teachers will ask the child if they are able to wait. If this is not possible, children will be allowed to attend the toilet. Teachers and staff will deal with situations sensitively and on an individual basis. At times staff will issue a 'Toilet Card'.

What happens if a child is admitted to school who is incontinent?

The school acknowledges that this could be a medical problem and will work with parents to establish a mutually acceptable care and changing plan which is likely to cover the following points:

Parents

- Agreement to ensure that the child is changed at the latest possible time before being brought to the setting/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 including the use of any cleanser or the application of any cream.
- Agreement that parents inform the setting/school should the child have any marks/rash.
- Agreeing to a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home.
- Agreement to review arrangements should this be necessary.

School

- Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet.
- Agreeing how often the child would be changed should the child be staying for the full day.
- Agreeing to report should the child be distressed, or if marks/rashes are seen.
- Agreeing to review arrangements should this be necessary.
- School and parent / carer to complete a personal care plan and risk assessment alongside this should this be a longer term need for the child.

Hygiene Procedures to follow for changing a soiled nappy or soiled underwear/ 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 or in the domestic waste bin
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Hot air dryer or paper towels available for drying hands.

Staff Guidelines for dealing with a soiled child

The teaching assistant will be responsible for:

- Changing the soiled child (the teacher may also but this would be on a voluntary basis).
- Older children will be supported in cleaning and changing as determined by their level of independence to do so.

Note: these guidelines are for children who are too young to clean themselves effectively or who have some developmental difficulties. These guidelines are not for occasions where the incident is a 'one off accident' and the child is sufficiently independent to clean themselves. 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 requiring support:

- The teaching assistant will inform the teacher discretely that they are going to change a child.
- The teaching assistant will explain to the child what they are going to do to help clean them up.
- 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.
- The child will normally be asked to stay standing.
- Adult should wear disposable rubber gloves.
- Only essential garments should be lowered or removed.
- Remove soiled pad/ nappy/ underwear.
- When washing or wiping, always do this front to back to prevent infection.
- Ensure skin is dry using paper towels (child should be encouraged to help if able to do so).
- Replace pad/ nappy/ underwear (child should be encouraged to help if able to do so).
- Encourage child to wash and dry hands.
- Tidy and clean changing area disposing of soiled items as per above hygiene guidelines.
- 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 e.g. parent to attend school to assist
- 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 school 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 school 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 school will work with parents and relevant agencies to ensure staff are adequately trained for dealing with incontinence issues.

The school is also committed to work with & support parents with their child's incontinence problem that is **not** linked to a medical condition.

On occasions such as this the parent may be asked to attend the school to assist with changing and toileting needs. The school will support the parent working with relevant outside agencies and the school nurse to offer advice and information to enable them to also support & encourage their child to begin to use a toilet. The school will also encourage the child to visit the toilet regularly.