

# Continence Policy

September 2018



Saint Augustine Webster Catholic  
Voluntary Academy



## **Mission Statement**

### **The school will aim to:**

- develop an awareness of God's love and presence in individual's lives and to elicit a response to that;
- help pupils to develop a reasoned set of attitudes, values and beliefs allowing the individual to make sound and moral judgements in the light of personal commitment to the Lord, Jesus Christ;
- make prayer, worship and liturgy valued experiences;
- develop real links with home and parish;
- create caring relationships with all those children and adults who are involved in the school.

# **Saint Augustine Webster Catholic Voluntary Academy**

## **Continence Policy**

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# Continence Policy

## 1. Rationale

At Saint Augustine Webster Catholic Voluntary Academy we strive to meet the needs of children with delayed personal development in the same way that we meet the individual needs of children with any other kind of delayed development. We believe that children should not be excluded from normal school activities solely because of incontinence. In order to meet these needs we recognise that we may need to make reasonable adjustments to our school.

## 2. Health and Safety

Statement of procedures to be followed for nappy changing:

- Staff to wear disposable gloves and aprons whilst dealing with the incident
- Soiled nappies to be double wrapped, or placed in a hygienic disposal unit if the number produced each week exceeds that allowed by the Health and Safety Executive's limit
- Changing area to be cleaned after use with an appropriate anti-bacterial cleaning agent
- Hot water and liquid soap to be available to wash hands as soon as the task is completed
- Paper towels available for drying hands.

## 3. Facilities

At Saint Augustine Webster Catholic Voluntary Academy we have a shower room containing a WC and a wash basin, situated in the Foundation Unit. An accessible toilet is also situated near the medical room. Children in the EYFS will be changed on a changing mat on the floor of this room if nappies are required or if extensive cleaning is required. Children with occasional incidents of soiling may also be changed in this room. A 'Do not enter' sign (visually illustrated) will be displayed on the toilet door to ensure that privacy and dignity can be maintained during the time taken to change the child. The door may also be locked to ensure privacy. The use of 'pull-ups' rather than nappies is actively encouraged in order to encourage children to use the toilet. In which case children will be changed in a children's cubicle, standing up.

## 4. Child Protection

The normal process of changing a nappy should not raise child protection concerns and there are no regulations to indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. DBS checks are carried out to ensure the safety of children with staff employed in school. If there is a known risk of false allegation by a child then a single practitioner should not undertake nappy changing. A student on placement should not be permitted to change a nappy unsupervised.

School managers are required to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out on site.

## 5. Procedure for personal care

Staff should follow the following clear guidelines when changing a child. Parents should also be aware of the procedures the school will follow should their child need changing during school time.

- Changing will be carried out by any regular staff members who are familiar to the child
- The changing of 'pull-ups' for Foundation children can take place in a child's cubicle in the Foundation children
- Key Stage 1 children may be changed in the accessible toilet near the medical room.
- Children will be encouraged to stand up whilst being changed and sit on the toilet afterwards.
- Occasional 'accidents' by children in Foundation will be dealt with in the same way.
- Nappy wipes and barrier creams will be used as agreed with the parents.

- The shower will be used if parents are in agreement, with shower products and towels provided by parents.
- Nappies will be double wrapped, placed in a carrier bag and disposed of in the outside refuse bins
- Staff will wear disposable aprons and gloves and clean the changing area with anti-bacterial agents
- The normal child protection policy will be applied if staff notice marks or injuries on a child
- In the event of a child becoming unduly distressed, parents will be contacted.

## 6. Partnership Working

A planned programme of care will be worked out in partnership with:

- The child's parents
- Relevant members of EYFS / KS1 staff
- The SEND co-ordinator
- The Early Help lead
- The school nurse
- Relevant healthcare professionals

A home/school agreement defining the responsibilities of each partner will be set up. This will include:

The parent:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to school
- Providing school with spare 'pull-ups', wipes, nappy sacks and a spare set of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed in school, including the use of any cleanser or application of any cream
- Agreeing to inform the school if the child has any marks / rashes
- Agreeing to a 'minimum change' policy, i.e. the school would not undertake to change the child more frequently than if s/he were at home
- Agreeing to review arrangements should this be necessary

The school:

- Agreeing to change the child 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 monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to review arrangements should this be necessary.

Appendix 1

# Record of Intimate Care

Child's name .....

| Date | Staff involved | Time and duration | Comment | Staff signature |
|------|----------------|-------------------|---------|-----------------|
|      |                |                   |         |                 |

Appendix 2

# Continence Care Plan

Child's name .....

Date of birth .....

Parent contact number .....

**Identified need**

**Resources**

**Action to be taken**

**Staff involved**

.....  
.....  
.....

**Additional information**

**Signatures**

**Parent** .....

**School nurse** .....

**School staff** .....

.....

**Review date** .....

## Appendix 3

# Home /school agreement

### The Parent

I agree to:

- ensure that my child is changed at the latest possible time before being brought to school
- provide school with spare 'pull-ups', wipes, nappy sacks and a spare set of clothing
- the procedures that will be followed when my child is changed in school, including the use of any cleanser or application of any cream
- inform the school if the child has any marks / rashes
- a 'minimum change' policy, i.e. the school would not undertake to change my child more frequently than if s/he were at home
- review arrangements should this be necessary.

Signed .....

Child's name .....

Date .....

### Saint Augustine Webster Catholic Voluntary Academy

We agree to:

- change the child should the child soil themselves or become uncomfortably wet
- change the child ..... times during a session
- monitor the number of times the child is changed in order to identify progress made
- report should the child be distressed, or if marks/rashes are seen
- review arrangements should this be necessary.

Signed.....

.....

.....

Date .....