

St Mary's Catholic Primary School



Personal Care Policy (EYFS)



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Date Policy Approved: October 2021

Date for Review: October 2023

This policy represents the agreed principles for personal care throughout the Foundation Stage. This policy has been agreed by Foundation Stage staff and governors within the school.

1. Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children.
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one.
- To safeguard adults required to operate in sensitive situations.
- To raise awareness and provide a clear procedure for personal care.
- To inform parents/carers in how personal care is administered.
- To ensure parents/carers are consulted in the personal care of their children.

2. Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, personal care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem. Children should be encouraged to manage as much of their personal care themselves as they are able to. Parents and staff should be aware that matters concerning personal care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

3. Definition

Personal care is one of the following:

- Supporting a pupil with dressing/undressing
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

4. Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly during the Autumn term. Staff will always encourage children to attempt undressing and dressing unaided. Staff will talk a child through what they need to do e.g. the order clothes go on.

5. Medical procedures (See Policy on Medicines)

If it is necessary for a child to receive medicine during the school day, parents must fill out a permission form from the school office and discuss their child's needs with a member of the office staff before the school agrees to administer medicines or medical care.

Any Epipens are stored in the school office.

Inhalers are stored in the Reception Classroom. Each one is in a labelled container with a form signed by the child's parent or carer, indicating the dosage. If an inhaler is administered, a note is made in the child's inhaler record and the parent informed. All First Aid equipment and inhalers are on the shelf marked with a First Aid sign. A list of all those children requiring an inhaler is pinned up on the Reception Classroom notice board.

6. Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carers or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted, the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

7. Staff

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

It is best practice from a health and safety and safeguarding perspective to have 2 members of staff present. This is the policy at St Mary's Catholic Primary School.

Reception Team:

Mrs Richards (Head of Early Years)
Miss Detheridge
Miss Lawler
Mrs Pitt