

Ysgol Maes Hyfryd

Policy for student personal care



Introduction

Ysgol Maes Hyfryd is a specialist high school for students with a range of additional needs. Some students experience a significant developmental delay and may have personal care needs with specific targets in this area. There may be a need for toilet training or personal care throughout a student's school life.

Aims

- To treat every student with equal respect as valued members of the school community.
- To ensure the privacy and dignity of every student is safeguarded and respected during all personal care procedures.
- To develop the personal independence of students.
- To encourage equal access to activities whilst ensuring health and safety is not compromised.

Organisation

Toileting

Toileting and changing of incontinence pads will take place in the designated toilet areas.

Parents and carers will be requested to send a regular supply of continence pads and wet wipes into school.

Any creams/medication should be sent from home and clearly labelled with the student's name, as with all medication the parental permission form should be completed and staff willing to administer should sign up before doing so (see Policy for administration of medication). On no account should students receive any cream/medication which has not been received from home.

Students requiring specialist manual handling procedures will have been risk assessed by the manual handling trainer and a plan agreed with staff and parents.

Toileting procedures will be carried out by staff who are familiar with and known to the student. In no circumstances will students, voluntary helpers or visitors be involved in a toileting procedure.

The most appropriate staff ratio for manual handling procedures will be agreed on the plan. Toileting programmes will detail the staff ratio, ensuring safety for students and staff as well as considering the dignity of the student.

Staff will wear protective disposable gloves and aprons throughout toileting procedures.

Changing beds will be covered with disposable protective blue roll before use. Used pads, blue roll, wipes and gloves will be disposed of in the sanitary bins in the bathrooms.

Changing beds will be sprayed with anti bacterial spray after each use.

Staff will follow hand hygiene procedures when washing hands – details on display in each changing bathroom.

When using the local community the risk assessment should note the availability of disabled bathrooms and staff should make every attempt to follow the same procedures as in school. All necessary equipment should be taken from school.

Dressing

Changing for swimming or therapy pool will take place in the designated area. Some students will follow individual targets for dressing/undressing, staff should be aware of these targets and support students appropriately.

Changing will be carried out by staff who are familiar with and known to the student. In no circumstances will students, voluntary helpers or visitors be involved in changing procedures.