



UPTON HEATH INTIMATE CARE PROCEDURE

Procedure for Intimate Care

- Whenever possible two members of staff should be present when dealing with an incident – please see rota.
- Members of staff should always wear gloves and aprons when attending to a child – these should be bagged and disposed of responsibly.
- Should a child require showering two members of staff should always be present and depending on the age of the child, s/he is to clean her/himself with the guidance of staff members.
- All soiled clothing should be double bagged and handed to the adult collecting the child at the end of the day.
- Daily Record Sheet should be completed by a member of staff attending to the incident.
- A copy should be place within the child's file and kept within school for our records.
- Teaching assistant/teacher to hand a copy of the Daily Record Sheet to the adult collecting the child at the end of the day.