



## PS42 PERSONAL CARE POLICY AND PROCEDURE

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## 1. Scope

- 1.1. This is an operational procedure that applies to all staff undertaking personal care interventions with students while in school.
- 1.2. Personal care interventions can be defined as 'any care which involves assisting a student with washing, touching or carrying out a personal procedure that the student is unable to carry out independently'. For example, this could include assisting with toileting or change of clothing as a result of continence issues. This procedure is required to ensure that any student who requires personal care is treated with dignity and is not discriminated against.
- 1.3. This procedure operates in accordance with the School's Safeguarding Policy.

## 2. Purpose

- 2.1. The purpose of this procedure is to clarify the role and responsibilities of staff within the School who assist students with personal care. The school is committed to providing personal care that:

- Maintains the dignity of the individual.
- Is sensitive to individual needs and preferences.
- Maximises safety and comfort.
- Protects against intrusion and abuse.
- Encourages individuals to care for themselves as much as they are able.

## 3. Guiding Principles

- All staff will have enhanced DBS clearance.
- Staff undertaking personal care should always act in accordance with this procedure.
- Staff must have received training before undertaking any of the tasks detailed in the personal care plan.
- A risk assessment must be completed and followed by all staff involved with any manual handling.
- Staff must always wear protective clothing.
- The religious views, beliefs and culture of each individual student/staff member should be taken into account when arranging personal care.
- Staff should protect themselves and students by maintaining high levels of personal hygiene i.e. handwashing before and after care.
- All students receiving personal care will be given regular opportunities to discuss their needs and preferences. Particular consideration will be given to determine how many staff are involved.
- Every young person's right to privacy and modesty will be respected at all times.

#### 4. Identifying Student Needs

- 4.1. It is the responsibility of the student and/or parent/guardian/ carer to inform the School if assistance with personal care will be required.
- 4.2. This should be documented using the appropriate form following a meeting with all parties to determine the nature and level of personal care required. This document will be securely stored using appropriate School systems.

#### 5. Types of Personal Care

- 5.1. There are many different ways in which a student may require support with personal care needs, and these should be planned and implemented on an individual basis. It is important for staff to support and encourage students to do as much as they can independently, helping to maintain students' autonomy.
- 5.2. The types of personal care interventions that staff may be required to assist with during the student's time at the School are:
  - Assisting with toileting – helping with personal hygiene needs of a personal nature.
  - Menstruation – Assisting students during their menstrual cycle; this may include the changing of sanitary products. *Staff will not aid with the insertion of tampons.*
  - Assisting students to change continence products and maintain personal hygiene.
  - Assisting with the emptying/changing of urostomy/colostomy/ileostomy bags.
  - Assisting students with changing out of soiled clothes, maintaining personal hygiene.
- 5.3. Where a specific personal care plan is not in place, parents/carers will be informed on the same day if support has been required to assist in meeting personal care needs following an unexpected incident (e.g., where a student has accidentally wet or soiled themselves).

#### 6. Safeguarding

- 6.1. No member of staff is permitted to use a mobile phone or any other photographic device while assisting with personal care.
- 6.2. If any staff members have concerns relating to the students' welfare away from school or the level of care they are receiving, these concerns must be raised through the Safeguarding referral process.
- 6.3. All students in receipt of personal care will be under the Safeguarding Manager caseload.

#### 7. Moving and Handling

- 7.1. School staff are not trained or permitted to move or handle any person by use of physical force.
- 7.2. School staff are trained in the use of Team Teach and in situations where a student is at risk of immediate harm to themselves or others, staff can use Team Teach holds when it is reasonable, proportionate and necessary to do so. Where a specific behaviour plan is not

in place, parents/carers will be informed on the same day if support has been required to restrain a student following an unexpected incident

- 7.3. It may be a requirement to assist the student with 'transferring' from one place to another for personal care interventions. Only staff that have been trained and certificated in moving and handling people by use of hoists and lifting aids are permitted to perform these activities.

## 8. Risk Assessment

- 8.1. A specific risk assessment must be completed for the correct use of hoists and slings when assisting with personal care interventions. The risk assessment must be communicated to all staff involved.
- 8.2. Staff members are required to declare any medical or physical impairment that could impact on their safety and ability to complete personal care interventions.

## 9. Training and Updates

- 9.1. All members of staff that assist with personal care interventions must have read the Personal Care Procedures document and completed training in:
- Personal Care
  - Moving and handling of people by use of hoists and lifting aids
  - Wheelchair handling, including moving on and off of transport
- 9.2. This training must be refreshed every 3 years.
- 9.3. Any staff members that are required to provide support for students in the emptying/changing of urostomy/ colostomy/ileostomy bags must complete appropriate training, provided by a qualified medical professional.

## 10. Agreement

- 10.1. All staff administering personal care will sign a copy of an agreement stating they have read and understood this procedure.

Please see Appendix 2

Appendix 1 – Portfield School Student Personal Care Plan – Confidential

Student details	
Student Name	
Student Number	
Course	
Class Teacher	
DSL	
Emergency contact details	

Agreement of Personal Care Procedures for a young person with complex needs			
Personal care needs identified:			
Names of responsible staff:			
Details of training received:			
Accessible Toilet Required:	Y/N	Use of Hoist:	Y/N
Risk Assessment completed:	Y/N		
Details of Assistance Required:			

Resources Requires

Parent/Student to provide:	Tick as appropriate	Notes
Pads		
Catheter		
Sterilising fluid		
Spare Clothes		
Other (specify)		
<b>Education Setting to provide:</b>		
Wet wipes		

Antiseptic hand wash		
Disposable gloves		
Disposable aprons		
Clinical waste disposal		
Other:		
<b>Agreement</b>		
<p>I/we agree that all information included in this plan is accurate.</p> <p>All procedures outlined will be followed in accordance with the school's Personal Care Procedures and Safeguarding Policy.</p>		
<b>Student Signature:</b>		
<b>Print Name:</b>		
<b>Parent/ Guardian/ Carer Signature:</b>		
<b>Print Name:</b>		
<b>Staff Signature:</b>		
<b>DSL Signature:</b>		
<b>Print Name:</b>		
<b>Date:</b>		

Appendix 2 – Portfield School Staff Personal Care Agreement

Agreement	
<p>I have read and agree to adhere to all the requirements as stated in the School's Personal Care Policy &amp; Procedure.</p> <p>All personal care support will be undertaken in accordance with the School's Personal Care Policy &amp; Procedure and Safeguarding Policy.</p>	
Staff Signature:	
Print Name:	
Date:	
DSL Signature:	
Print Name:	
Date:	