**Bentley New Village Personalised Health Care Plan Policy**

BENTLEY NEW VILLAGE PRIMARY SCHOOL

HEADTEACHER: V. Simmons

2024- 2026

**Personalised Health Care Plan Policy**

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| **PERSON RESPONSIBLE FOR POLICY: APPROVED: SLT & Governors** | **Abigail Smith** |
| **DATE: March 2024** |
| **SIGNED:** A,Smith | **ROLE: Assistant Head Teacher** |
| **TO BE REVIEWED:** | **March 2026** |

# OUR SCHOOL VISION

Together, we will create a calm and welcoming learning environment and work together to secure success for all. We will strive to create a safe, caring, supportive and inclusive school.

Our school will equip its pupils with the skills that society and the local community demand and so we will value the skills and learning that children need in order to look after themselves, their families, their health, their mental well-being and their bodies. We will strive to teach the whole child and create life-long learners and pro-active citizens.

# ETHOS

We believe that:

1. All children can learn. All staff and children are able to recognise the value of learning.
2. *All staff*, working at New Village, will have consistently high expectations of children’s learning potential, attitudes and behaviour and take corporate responsibility for ensuring these in, and around, school.
3. Learning takes place in *all areas* of our school and through the *entire*learning day - inside and outside of the classroom.
4. Children should be taught how to learn; learning how to be an outstanding learner.
5. Consistently challenging, dynamic, engaging and empowering teaching leads to outstanding learning, resulting in a school where *every* child’s potential is realised.
6. *All staff* will value *every child’s contribution* to the school and strive to create a learning environment that brings out the full potential in all.
7. Rigorous, continuous monitoring, thorough and informed evaluation and accurate analysis of *all the elements* of teaching, is essential in ensuring high-level teaching and learning.
8. Learning at New Village will produce and enhance a learning skills-set that will be lifelong; we will actively promote this for every child and for all staff.
9. New Village School will demonstrate its commitment to quality teaching and learning through its dedication to *continuous professional development* for all staff; recognising and exploiting all opportunities to enhance its workforce and the learning environment.
10. All children will be encouraged to develop as individuals.  Their creativity, talents, differences and uniqueness.

# OUR SCHOOL VALUES

Determination – Resilience – Tolerance – Cooperation – Creativity – Curiosity

Our mission statement, **“What Challenges us, Changes us”**

# RATIONALE

This document provides guidance and procedures related to the provision of long term medical needs and intimate personal care. It applies to all staff who undertake long term medical or intimate personal care tasks with children and young people.

Education and other settings need to ensure the provision of adequate staffing to fulfil all long term and intimate personal care requirements, including supervision, and catering for emergencies such as when a member of staff is absent.

Teachers are not required to fulfil any intimate and personal care tasks, or to supervise or accompany support staff who are carrying out these roles.

Throughout this document, parents/carers will also include anyone acting in this capacity such as a legal guardian or Local Authority.

# PURPOSE

This guidance has the following aims:

* To safeguard the rights of children and young people and staff who are involved in providing intimate and personal care;
* To ensure inclusion for all children and young people in an appropriate education setting and ensure that no child is discriminated against because of their specific needs;
* To maintain an effective and consistent approach for intimate and personal care between parents/carers and practitioners involved; and
* To ensure all staff involved in intimate and personal care have access to appropriate training and supervision.

# GUIDING PRINCIPLES FOR LONG TERM MEDICAL NEEDS

* Parents should provide the school with sufficient information about the medical condition of their child and the effects (if any) medication could have on their education (eg difficulties remembering).
* Where a child has long-term medical needs a Personalised Health Care Plan will be completed following a meeting involving relevant school staff, other professionals, parents and, where appropriate the child. The school may need to seek advice from any health care professionals involved with the child and a member of staff will be named as a key worker. **This plan will be reviewed at least yearly depending on the child.**

Please also refer to Bentley New Village’s Medical Policy.

# GUIDING PRINCIPLES FOR INTIMATE CARE

This guidance is underpinned by the following guiding principles:

* Assistance with intimate and personal care must be provided in a manner which is respectful of the child’s/young person’s rights to feel safe and secure, to remain healthy, and to be treated as an individual;
* Children/young people have a right to information, in a format which is understandable, about how to ask a question or make a complaint about intimate and personal care;
* Children/ young people should be consulted as far as possible and encouraged to participate in planning and decision-making about their intimate and personal care. Particular attention must be given to those children and young people who have disabilities/conditions which mean they require additional support to do this;
* Decisions and plans about intimate and personal care are made in partnership with parents/carers;
* Intimate and personal care plans should include opportunities to promote independence skills;
* In general, intimate care tasks will be planned and carried out as part of an individual care plan for children/young people who have a disability or defined medical need. Consideration should be given to the possibility of special circumstances arising, should a child/young person with complex continence needs be admitted to an education or other setting. In those circumstances the appropriate nursing practitioner e.g. a continence nurse, will also need to be closely involved in forward planning
* In Early Years and Key Stage 1 provision it is not unusual for young children to have infrequent “accidents” and settings should plan for such eventualities and how they will deal with them. In general the principle in those circumstances will be that staff support children to clean themselves until they are able to do so effectively with increasing independence. Support may include verbal instruction, physical assistance and help with changing clothing.
* Settings are not expected to toilet train children routinely. Therefore unless a child has a disability or defined medical condition it is expected that, for the majority of children in early years and KS1, parents/carers will have trained their children to be clean and dry by the time they start compulsory schooling. However, it is appropriate for settings to work jointly with parents/carers on a toilet training programme into KS1.
* Where it becomes clear that a child without a disability or recognised medical condition is not toilet trained then careful consideration will need to be given regarding suitable facilities and resources. Specific strategies need to be discussed and agreed to manage the child’s safety and that of the other children and staff where there are identified behavioural needs. Consideration might also need to be given to the layout of the site and ensuring the children’s dignity, so that they are not victimised or stigmatised. It is at this point that an Personalised Health Care Plan will be implemented.

# ENSURING STAFF COMPETENCY

* When providing, assisting or supervising an individual pupil with an Personalised Health Care Plan, staff should, whenever possible, ensure that they are within sight/ hearing of others. Other members of staff may support staff members who are supervising or assisting with toileting without being directly involved.
* Staff need to be given appropriate initial and on-going instruction/training, delivered by Bentley New Village, in how to carry out intimate and personal care activities. This may include both generic training for example safeguarding, and specific instruction in how to assist particular children according to their individual care plan. For any specific procedure, e.g. moving and handling or the administration of rectal medication, individual training will be provided in order to ensure that staff have a full and competent knowledge of the procedure
* Staff should have access to a set of procedures which give detailed guidance on how to carry out specific activities related to intimate and personal care and any individual care plan which is in place for a child/young person.
* Services and settings need to make contingency provision for short and longer term emergencies such as a member of staff being absent due to illness.
* In the event of an allegation against a member of staff the procedures highlighted in the setting/ LA’s Safeguarding Policy will be followed and appropriate action taken.

# PARENT’S AGREEMENT

By parent’s consenting that their child attends Bentley New Village, they consent to adhere to our Personalised Health Care Policy, should it be relevant to their child.

For all children in Key Stage One and Two, the parents agree that;

* Will provide us with sufficient information regarding the child’s long term medical needs and contact details
* Parent’s will provide any medication necessary to enable school to provide care to the child during the school day
* It is the parent’s responsibility to update school with any changes to medical needs, contact information or changes to medication
* A Parent and school meeting will take place at least yearly, to update Personalised Health Care Plans
* They will provide wipes, pull ups, and change of clothes for the child to use
* Agree to and adhere to the responsibilities set out in their child’s individual Personalised Health Care Plan (PHCP)
* Be contactable with the numbers provided should school need to contact them

# GOOD PRACTISE

Our good practise guidelines aims to ensure that children and staff members are safeguarded in their practise. These guidelines apply to children who are aged 5 or above, who do not have any medical conditions as to why they cannot toilet themselves and/or frequently soil themselves.

* If the child can clean themselves, they are encouraged to do so
* If the child refuses or is unable to clean themselves and / or has purposefully soiled themselves a parent will be contacted, as agreed in their PHCP
* If needed, in extreme circumstances, a trained member of staff will clean the child
* School will plan for outings and educational visits taking into account how the child’s PHCP needs will be met when away from the school setting
* School will involve outer agencies such as nursing practitioners if relevant
* Opportunities to develop and use social skills should be integrated within intimate and personal care routines.
* Children/young people should be enabled to communicate their needs and preferences during intimate and personal care activities.
* When referring to care routines or body parts care should be taken to use appropriate and agreed language.
* Intimate and personal care procedures must only be carried out in line with the guidance/information and training given for the procedures to be carried out.
* Staff should familiarise themselves with the child/ young person’s individual intimate and personal care plan before assistance is given.
* Care must be taken to communicate with the child/young person throughout the activity.
* Children/young people should be encouraged to do as much as they can for themselves. For example, when supporting toileting needs best practice is:
  + Encourage the child to remove soiled items of clothing, clean themselves and dress using clean spare clothes
  + Staff hands should be washed thoroughly before and after the change and the child/ young person should be encouraged and supported to wash their own hands wherever possible
  + Assist with cleaning if necessary: the child should only return to learning if they are clean and comfortable
  + Wear disposable gloves to reduce the risk of infection
  + All soiled waste and protective equipment used should be bagged as offensive/hygiene waste and disposed of appropriately
  + The changing area should be wiped with antibacterial cleaner between changes. Changing should be carried out in the Foundation Stage Unit, using their provision
  + Bag up soiled clothes to be sent home with the child and alert the parents/ carers through established home/ setting communication channels

# PRACTISE IN EARLY YEARS

Children in the Early Years Setting are not subject to an PHCP as assistance and changing are acceptable requirements for the age of the children.

# MEDICAL CONDITIONS

For children, aged above 5 who need assistance with toileting due to Medical conditions, a trained member of staff will assist them and change them as necessary in accordance with their PHCP.

**Bentley New Village Personalised Health Care Plan**

Child’s Name: …………………………………… DOB: …………………………………………

Year Group: ……………………… Class: …………………………………………

Class teacher responsible: ……………………

Date of Plan: ………………………… Review date: …………………………………

|  |  |
| --- | --- |
| Family Contact Information | |
| Name |  |
| Relationship to child |  |
| Mobile Number |  |
| Any time you cannot be contacted & who to contact? |  |
|  | |
| Name |  |
| Relationship to child |  |
| Mobile Number |  |
| Any time you cannot be contacted & who to contact? |  |
|  | |
| Clinic / Hospital Contact | |
| Name & Position |  |
| Telephone |  |
| GP Name & Telephone |  |
|  | |
| Medical Needs / Area of need & details (including any additional communication needs) |  |
| Daily Care Requirements |  |
| Describe what constitutes an emergency for the child |  |
| Follow up care |  |
| Who is responsible in an emergency ( state if different for off-site) |  |
| Equipment required/ by whom |  |
| Environmental considerations | E.g. Child to be changed using the provisions in the Foundation Stage Unit. Waste disposed of in Nappy Bin. |
| Support required (generally 1 staff member unless behaviour issues)  (who and frequency)  (1:1?) |  |
| Outcomes / Independence working towards; |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **School will** | **Parents will support by** | **Child will try to** | **Target achieved date** |
|  |  |  |  |
| Signed: | Signed: | Signed (if appropriate) |  |