

Griffeen Community College Individual Care Policy



Ratified by the BOM:

Introduction

The policy aims to give clear direction with regard to staff's interaction with students who require Individual care.

Individual care is a key area of a person's self-image and respect and as such it is vital that it is practised in a sensitive manner. It is essential that the needs and rights of students and staff are protected and that the highest standards of best practise are always ensured around Individual personal assistance.

The level of assistance required will reflect the needs of each individual student at any given time.

Definition of Individual Care

Individual care refers to all aspects of support to a student, whether by direct or indirect contact, which are associated with bodily functions, body products and personal hygiene involving Individual parts of the body.

Direct contact involves physical contact between the student and the staff member. It may involve touching of both Individual and non-Individual body parts.

Indirect contact involves the supervision, observation and prompting of the student to complete personal and Individual care tasks.

Individual care includes; dressing and undressing (underwear), support with using the toilet, managing prosthetics, changing of continence pads, washing Individual body parts, showering (if required), menstrual care and sensory work with pupils with ASD.

Objective

The objective of this policy is to give direction to staff with regard to supporting students in their Individual care needs in a way which promotes the dignity and privacy of the student while also protecting the integrity of the staff involved.

Individual Care Plan

- In all situations where a student needs assistance with toileting /Individual care, a meeting will be convened, after enrolment and before the child starts school with a view to drawing up an Individual Care Plan (**Appendix 1**)
- This meeting will be attended by the Parents or Guardians and if appropriate the Student, the Year Head, Special Education Needs Co-ordinator, Special Needs Assistant/s, the Principal and other relevant staff or professionals involved in the student's care.
- The specific care needs of the student and how the school can best meet those needs will be clarified.
- The staff to be involved in this care will be identified.
- As far as possible the student will be involved in the identification of his/her personal wishes or requirements.
- Additional items of clothing and sanitary wear will be provided by parents/guardians as necessary.

- A written copy of what has been agreed will be made, signed by the parties involved and retained in the student's file.
- Where a student requires manual handling (lift/transfer) as part of their Individual care needs, manual handling procedures will be outlined in the Individual care plan. Staff will be trained in the use of lifting/transfer equipment in consultation with the students care givers e.g. occupational therapist.
- The student's Individual care plan will be reviewed at the beginning of each academic year or as needs arise during the year e.g. where there is a change in the student's mobility.
- Parents/Guardians are responsible for keeping the school up to date with any changes to the student's Individual care requirements.

Procedures

- Two members of staff should be present when dealing with Individual care/toileting needs.
- Temporary staff and persons in the school on work placements will not be involved in dealing with Individual care needs.
- Any change of personnel will be discussed with the parents/guardians and student.
- Provision will be made for occasions when the particular staff involved are absent.
- It will not be necessary for two people to administer Individual care however, the door is to be left slightly ajar with the second person remaining outside the door.
- Staff members will be trained in any specific procedures which need to be undertaken in the delivery of Individual care for an individual student.
- Appropriate protective gear will be provided (e.g. gloves, aprons etc.)
- Appropriate disposal of sanitary wear etc. will be provided by parents/guardians.
- Student's Individual care needs will be discussed in private where confidentiality can be maintained.
- In order to promote independence, the student will be facilitated in performing as much of his/her own Individual care needs as he/she is physically able to do.
- Before commencing an Individual care task, the staff member will address the student by name and ensure he / she is aware of the focus of the activity. The staff member will explain to the student, using an appropriate method of communication, what they are about to do and how they will do it.
- The staff member will verbalise their actions to the student using simple language in a reassuring way to prepare the student for each procedure.

- The Staff member will use visual cues for students with limited communication e.g. pointing at a wipe or picture board.
- The Staff member must take all precautions when disposing of soiled material in the bin provided.
- The student's independence will be encouraged.
- Staff will check in advance that suitable facilities exist for Individual care procedures when on school outings.
- Sensory work with students with ASD will be carried out within the parameters of the programme devised by the OT for students at an appropriate time and place within the class / PE Hall or Sensory room.
- At all times, the dignity and privacy of the pupil will be paramount in addressing Individual care needs.
- A record of Individual care tasks undertaken should be maintained **(Appendix 2)**

Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

A locked cupboard will be available for changing equipment and personal items. A special room has been designated as the First Aid/Changing room.

Child Protection

In a situation where an issue of concern arises while carrying out an Individual care task, the staff member will report this concern immediately to the Designated Liaison Person (DLP).

Such issues may include:

- The student seems unusually sore, tender or bruised
- The student seems to misinterpret what is said or done
- The student has a very emotional reaction without apparent cause
- The student makes an allegation against a staff member

Any concerns will be dealt with by the DLP in accordance with *Children First* and the *Department of Education and Skills Child Protection Procedures for Primary and Post Primary Schools*.

Relationship with other school policies

This policy operates in conjunction with all other school policies, including:

- The Code of Behaviour
- Child Safeguarding Policy
- Special Needs Policy (to be updated)
- Health and Safety Policy

Implementation

The Principal, SEN Co-ordinator, SNAs and other relevant staff members will be responsible for implementation of this policy.

The **Principal** is responsible for

- Ensuring that any member of staff who is required to provide Individual care support is made aware of this policy and receives appropriate training and advice prior to supporting a student with his/her Individual care.
- Ensuring that staff members carrying out Individual care fully understand the confidential and sensitive nature of the task and the potential for misinterpretation involved.
- Ensuring that staff members involved in providing Individual care are given the opportunity to advance their skills and expertise in this area.
- Ensuring that any deficits in terms of resources which may affect the manner in which Individual care is delivered are addressed.
- Ensuring that any Child Protection concerns reported by staff members carrying out Individual care duties are addressed immediately.
- Ensuring, with the SEN Co-ordinator, that the Individual Care Plan is reviewed, with the student and parents/guardians at the beginning of each academic year.

Staff members who are required to provide Individual care support to students should:

- Ensure that they are familiar with and comply with this policy.
- Ensure that they are familiar with and comply with the individual student's Individual Care Plan.
- Report any concerns, which may arise when carrying out Individual care duties, immediately to the DLP.
- Use protective clothing such as disposable gloves and aprons as appropriate when carrying out Individual care tasks.

This policy will be made available to staff, students, parents/guardians via the school's website or on request from the Principal.

Review and Adoption

This policy shall be reviewed periodically, in light of emerging legislation and circulated. Guidelines from the Department of Education and Skills, the National Council for Special Education (NCSE), the Health Service Executive or other statutory body.

Appendix 1

Individual Care Plan

editable for each individual student.

Name of Student	
Class & Year Group	
Parents/Guardians	

Tasks	Requires Individual Care intervention from staff	Students can perform with Supervision/minimal assistance from staff
Toileting		
Changing soiled continence pads		
Hand washing		
Dressing/Undressing		
Showering		
Eating		
Oral Care		
Medicines, including skin creams		
Menstrual Care		
Manipulation of a Prosthetic		
Administering enemas		
Catheter or stoma care		
Prompting to go to the toilet or bathroom		

Facilities/Equipment Required	Yes/No	Comments
Sufficient space / heating / ventilation to ensure the safety and comfort of individuals receiving Individual care.		
Hot and cold running water in the facility		
Grab Rails		
Step		
Locker for supplies / spare clothes etc.		
Lever taps		
Mirror at a suitable height		
Disposal unit/bin		
Hoist		
Moving and/or handling equipment		
Emergency Alarm		

Supplies	Family Supplies	College Supplies
Pads/Nappies/ Nappy Sacks		
Wipes		
Spare Clothes/ underwear		
Antiseptic Cleaner		
Cloths/Paper towels		
Soap		
Items of Protective Clothing- Masks / Disposable Gloves/Aprons		
Disposal Sacks		
Sterilising Fluid/Equipment		
Toilet paper		
Moisturising Creams		
Hand Sanitizers		

Staff Members required to meet the needs of the Student	Details of Training Required	Training Given, date.

<p>Students preferred means of communication (to include agreed terminology for body parts and bodily functions)</p>

<p>Comments</p>

Permission for College to provide Individual care.

I/We give permission for Griffeen Community Colleg to provide Individual care to my/our child.

I/We will advise the College of anything that may affect issues of personal care, (if medication has changed or my child has an infection)

I/We understand that the procedures that will be carried out and will contact the College immediately if there are any concerns.

Name: _____ Relationship to Child: _____

Signature: _____ Date: _____

Name: _____ Relationship to Child: _____

Signature: _____ Date: _____

Principal: _____ Date: _____

