

Guidelines for Toileting/Changing Pupils and for Menstrual Care

These guidelines are intended to promote best practice and to clarify procedures, routines and practices which need to be carried out in order that a high standard of hygiene is maintained and that the pupil receives the best possible care.

- Staff will encourage each pupil to be as independent as possible, for some pupils this may mean they complete most of the procedure for themselves, for others they may be involved in a very small part.
- Staff will familiarise themselves with the pupils' well-being plans, individual moving and handling plans and relevant risk assessments and continence plans.
- Staff will supervise procedures for pupils who require assistance using verbal and gestural prompts/instructions, signing and symbols as is necessary to maintain and extend communication and independence. (See individual well being plan/continence plan.)
- Staff taking pupils who require changing will be aware of their individual means of communicating and will develop these whilst care needs are attended to.
- Every pupil will be told what is going to happen in order for them to become and remain familiar with the routine and to develop independence, choice and control within it.
- Privacy and dignity will be preserved at all times. Doors to toilet areas/changing rooms will be closed and if curtains are present they will be drawn. Assisted pupils will be encouraged to maintain their own privacy by closing the toilet cubicle doors.
- Staff needing to enter changing rooms must knock on the door and wait for a verbal reply or for someone to open the door. The doors must not be locked.
- Pupils will always wash their hands after visiting the toilet and after attending to their menstrual care.
- The Hygiene assistant is responsible for keeping bathroom areas stocked with paper rolls, aprons, disposable gloves and anti-bacterial spray.
- The Hygiene assistant is responsible for filling the soap dispensers and paper towel holders. (Report to Hygiene assistant if empty)
- In changing rooms all equipment must be prepared prior to positioning the pupil onto the changing bed.

- The changing beds will be wiped by the staff carrying out changes using anti-bacterial spray between changes.
- Toilet chairs will be cleaned by the staff supporting the pupil after use using anti-bacterial spray.
- Staff must never leave a pupil unattended on a changing bed.
- When staff have completed any hoisting required to change a pupil, they **must** ensure that the hoist cradle is safely secured in the dock in order to keep the battery charged for use.
- During the changing of a soiled pupil the bed will be covered with paper roll.
- All staff will wear disposable gloves when changing or assisting a pupil in their personal care. New gloves will be worn for every change. Staff must remove their gloves before leaving the changing room/toilet.
- All staff will wear a protective apron. Soiled aprons will be disposed of in the nappy bins provided.
- Soiled and wet pads will be disposed of in the nappy bins provided.
- Sanitary wear will be disposed of in the sanitary bins provided.
- Staff will wash their hands prior to returning to other duties.
- Wet wipes can be used to clean a pupil or use wet paper roll using warm water and soap. Pupils must be thoroughly dried using dry roll before applying their pad. Explorer classes for our youngest children have wet wipes provided, other pupils will bring wet wipes from home if required, there are some wet wipes available in the hygiene suite.
- Do not hold up the legs of a pupil who needs cleaning unless they are of a very young age and size (only pupils who are moved by a one-person cradled lift). To access the area to be cleaned, roll the pupil onto their side or ask/help them to bend their legs resting their feet on the changing bed.
- Never wipe/clean a girl from back to front as this could spread infection if faeces were to enter the genital area.
- Soiled or wet clothing should be sluiced then placed in a lidded bucket and taken to the laundry and be washed.
- Soiled or wet slings should be washed on a gentle wash then left to dry overnight – never tumble dry a sling. Borrow a replacement sling from the moving and handling trainers.

- Pads should be brought into school daily or weekly and are either left in the pupils' bags or are discretely taken and stored in the changing room used by that pupil. Where necessary, staff should take pads *discretely* to the changing rooms. Individual children's pads should be stored in their allocated cupboard/space in the changing rooms or toilets.
- There is a stock of some spare pads for emergency use within the hygiene suite.
- Pupils need to have their privacy respected by offering strategies for them to indicate that they need assistance with their toileting or menstrual care.
- Pupils may need a discreet place to store their sanitary wear to avoid embarrassment in classrooms when gathering what they need.
- Pupils who need to be changed should have a set of clean clothing in school to be used in the event of having wet or soiled clothes.
- Faults with equipment should be promptly reported to the relevant people e.g. hoists and height adjustable changing beds to moving and handling trainers and through maintenance log, sinks, sluice, air freshener dispenser, toilets through maintenance log.