Toileting Procedure

Appendix to Intimate Care Policy

Ratifying Committee	**Health, Safety & Safeguarding**
Date	**Autumn 2025**
Review	**Annually**

TOILETING PROCEDURE

General guidance on nappies/pull ups/pads and changing frequency:

- Staff should be aware that some parents are entitled to continence pads following an assessment with school nurses. Parents usually have a limited number of 4 continence pads allocated for daily use from the Continence Centre.
- Pad used efficiently are for containment of urine and will hold a significant amount before they need changing. Some have a wetness indicator showing when they need to be changed.
- Pads do not need to be routinely changed when pupils arrive at school. Exceptions to this would be:
    - If a pupil is being toilet conditioned and has a pad taken off when they arrive at school. If this is still dry, it can be reused.
    - If toileting has started and pupil still wears a pad but is taken to the toilet regularly to be sat on the toilet. Again, if dry it can be reused.
    - If a pupil is obviously wet, uncomfortable, or soiled.
- Wet pads will not usually cause soreness. Pads are designed to soak urine into their core and feel dry against the skin. A soiled pad can cause soreness very quickly and should always be changed immediately after bowels have been opened.
- If parents request that pads are changed more regularly, speak with the Lead Teacher for advice.
    - If you have any concerns about the above information discuss with the Lead Teacher

Procedures/guidance to be followed:

1. Changing nappies/pull ups/pads (lying or standing)

- Staff to wear new gloves and aprons for EVERY change to reduce the risk of cross infection
- A pupil's individual risk assessment/moving and handling/toileting risk assessment must be followed.
- When changing pupils wipe bottom from front to back to avoid cross infection
- To operate anti-leakage cuffs on the pad, fold in half lengthwise and pull gently.
- When fitting a pad, secure both bottom tabs initially to ensure a secure fit around the leg then secure the top tabs
- Changing area must be thoroughly cleaned and dried after each change. (This is the responsibility of the staff performing the change)
    - Wipe any faeces from area with blue roll.
    - Clean with anti-bacterial spray (combined cleaner/disinfectant).
    - Dry thoroughly with blue roll.
- Staff and pupils wash and dry hands thoroughly after each change session.
- Dispose of pads/wipes/gloves/aprons in bags and then place this bag in yellow bags in locked cupboard.

2. Use of changing bed

- Follow procedure 1 PLUS:
- Staff must ensure that the changing bed is in good working order before use.
- Staff must visually check the bed following the guidance given in Moving & Handling risk assessments. If staff have any concerns the equipment must not be used and reported immediately to the Lead Teacher and taken out of use.

- Check catches are correctly/securely fastened. If catches are not secure, then discontinue use of bed and report to the Lead Teacher and ensure that no-one uses it.
    - *A 'Click' should be heard when bed is secured.*
- Use padded protective side. Visually check to ensure that sides are in good condition.
- Ensure manual handling guidance, individual pupil risk assessments, including moving & handling and toileting risk assessments, are followed.
- Before putting a pupil on the changing bed ensure all equipment (pad/wipes/gloves/aprons/blue roll/spare clothes/chair if necessary etc…) is taken to changing area.
- When using beds that are centre placed in a room ensure that two members of staff are available to change. If two members of staff are not available DO NOT USE.

- **DO NOT MOVE AWAY FROM BED WHEN A PUPIL IS ON IT.**

3. Disposal of pads/gloves/aprons etc

- Staff must ensure that a pupil is safe before disposing of any equipment.
- All waste should be put into an individual bag and tied.
- Placed it in the YELLOW BAG in the bin in the lockable cupboards in the toileting area.
- All staff must therefore ensure they have their key.
- All staff MUST ensure the cupboard is locked after use.

4. Soiled clothing

- Soiled clothing must be bagged and sent home. Gloves and aprons MUST be worn and hands thoroughly washed after.

5. Emergencies

- In case of an emergency all staff know must follow the emergency procedures to follow, including those set out in the Emergency Plan.

6. Medications

- Any cream used must be individual to the pupil, labelled and brought in by parents from home. The Telford & Wrekin Medication form (MED1) MUST have been completed by parents/carers along with 'Medication during the School Day' form. Use of communal pots of cream is not permitted.

8. References:

a. Telford & Wrekin Council - Infection Control Guidance
b. Public Health England –Guidance on Infection Control in Schools and Other Childcare Settings
c. Relevant SEN Guidance
d. Relevant Safeguarding Guidance
e. The Bridge PSE Policy
f. The Bridge Intimate Care & Continence Policy
g. The Bridge Moving & Handling Policy
h. The Bridge Emergency Plan
i. The Bridge Administering of Medication Policy