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TOILETING/PERSONAL CARE PROCEDURES

To be followed in conjunction with Telford College Personal Care Policy

PROCEDURES/GUIDANCE TO BE FOLLOWED:

1. Changing nappies

- **New gloves and aprons should be worn for EVERY nappy/pad change.**
- When changing students wipe nappy area from front to back to avoid cross infection
- To operate anti leakage cuffs on the nappy-fold in half lengthwise and pull gently.
- Only staff trained can use changing beds and hoists.
- Staff must wear disposable gloves/aprons.
- 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 nappy/pad change.
 - Wipe any faeces from area with blue roll.
 - Clean with Dettol spray (combined cleaner/disinfectant).
 - Dry thoroughly with blue roll.
- Wash and dry hands thoroughly after each nappy/pad change session.
- Dispose of nappies/wipes/gloves/aprons in bags and then disposed in the waste disposal bin in locked cupboard situated within the Care Suite.

2. Use of changing bed

- Check catches are correctly/securely fastened. If catches are not secure then discontinue use of bed and report to office and ensure that no-one uses it.
 - ***A 'Click' should be heard when bed is secured.***
 - ***You must check this has happened***
- Use protective side. Visually check to ensure that sides are in good condition.

- Staff must visually check the sling and the bed. If staff have any concerns the equipment must not be used and reported immediately to the Head on Duty and taken out of use.
- Ensure manual handling guidance and individual student risk assessment is followed.

Before putting a student on the changing bed ensure **all** equipment (pad/wipes/gloves/aprons/blue roll/spare clothes/chair if necessary etc...) is available.

- **If the bed is placed in the centre of the 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 student is on it.

3. Use of hoist

- Only trained people can use a hoist.
- Training guidance/ individual risk assessments **MUST** be adhered to.

4. Disposal of pads/gloves/aprons etc

- Student must be safe in their chair whilst staff are disposing of equipment.
- All waste should be put into an individual bag and tied.
- Place it in the YELLOW BAG in the bin in the lockable cupboard in in the Care Suite.
- **All** staff **MUST** ensure the cupboard is locked after use.

5. Soiled clothing

- Soiled clothing can be rinsed/sluced by hand then bagged and sent home. Gloves and aprons **MUST** be worn and hands thoroughly washed after.

6. Emergencies

- All staff have known emergency procedures to follow.

7. Other

- Any cream used must be individual for the student, labelled and sent in from home. The TCAT Medication Form **MUST** have been completed by parents/carers. **Use of communal pots of cream is not permitted.**

8. References:

- Telford & Wrekin Council - Infection Control Guidance
- Public Health England –Guidance on Infection Control in Schools and Other Student care Settings
- Relevant SEN Guidance
- Relevant Safeguarding Guidance