

# Tuke School

## Health and Safety Guidelines

### Procedures and hygiene in toilets and changing areas

#### Staff supporting personal care:

Staff should work in teams of two for student personal care routines where it is necessary to use a changing bed. Gender to gender care should be arranged where possible. If a student needs help with toileting, pad changing or washing after soiling themselves, another adult should be present or within earshot. Staff should remain accessible, by keeping the toilet or hygiene room ajar and unlocked when dealing with student in a one to one situation. If a male member of staff is providing any form of intimate care, a female colleague will be within earshot.

Staff should be sensitive to the need for privacy for changing and students should have separate gender areas when changing for swimming and P.E where it is possible. Staff will not share changing cubicles with students while they are present. One staff member and another within earshot is the minimum requirement to supervise students during times when changing clothes is necessary. When changing student clothing staff should ensure that the toilet door is left ajar whilst still maintaining student privacy as far as possible.

#### Preparation:

1. All toilet and changing area will be stocked with the following items:-
  - Disposable gloves
  - Disposable aprons
  - Clinical waste bags
  - Cleaning resources
2. Toilet area will be stocked at all times with:
  - Toilet roll or tissue and disposable wipes
  - Paper hand towels
  - Hand washing soap
3. Incontinence pads should be stored in a clearly labelled area with the students name
4. Changing area with changing beds will be stocked with disposable blue bed roll
5. Spare clothes should be stored in a clearly labelling area with the students name

#### Procedures:

1. All staff must wear disposable gloves and a disposable apron when assisting with a student's personal hygiene.
2. Staff must wear a set of clean gloves and apron for each student they assist

3. When changing beds are in use, paper roll must be used and changed for each student
4. For health and safety reasons it is necessary to use a hoist for transferring students
5. All areas within changing rooms to be wiped down using a water and soap solution – the area must be dried thoroughly after clearing.
6. Soiled waste should be placed put into the clinical waste bins. The cleaning staff will empty the clinical waste bins during the day as required and at the end of the day.

**All staff are expected to follow these procedures at all times.**

**All these measures have been agreed to, and are to prevent cross infection, and to protect health of all students and staff.**

**October 18**