

Policies and Procedures



Policies and procedures are rules and guidelines that help us run Purple Patch Arts in the best way we can. They keep everyone safe and make sure everyone is treated fairly.



We want to make sure that everybody at Purple Patch Arts can access and understand our policies and procedures.



Please contact us if you have any questions, need help understanding this information, or would like to receive it in a format that suits your needs (large print, audio, Easy Read with pictures, or another language).



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Personal Care, Toileting, Changing and Medication Policy

1. Purpose

The purpose of this policy is to ensure that Purple Patch Arts participants, parent/carers, staff and volunteers understand the way in which Purple Patch Arts deals with personal care and medication.

This procedure aims to offer staff and volunteers clear guidance on appropriate personal care and medication in connection with participants.

This policy applies to all staff and volunteers overseeing personal care and medication for participants in any setting used by Purple Patch Arts.

To advise parents, support workers and guardians of our participants, our approach towards personal care and medication while participants attend Purple Patch Arts.

2. Principles

Purple Patch Arts are committed to ensuring that individuals with personal care needs are supported to take part in activities.

Purple Patch Arts recognises that when personal care is undertaken:

- Dignity of an individual should be maintained.
- Support should be sensitive to the individual's needs and preferences.
- Safety and comfort should be maximised.
- Rights of an individual to give and withdraw preferences should be respected.
- The individual should be encouraged to care for themselves as much as they are able.

Purple Patch Arts cannot directly provide personal care or medication support on Lifelong Learning Programmes or projects. This ensures that staffing ratios within a group are maintained appropriately. Our staff are not trained in personal care.

Participants with personal care or regular medication needs are still able to take part in activity and we will work with carers and support staff to identify how their needs can be met.

If a participant requires toileting care or the administering of medication at a Programme or Project they can bring 1:1 support for this purpose. It is the responsibility of the carer or staff to employ and manage this support.

3. Definition

Personal Care is hands-on physical care in personal hygiene, and/or feeding and medicating. It includes:

- Toileting, wiping and care in genital and anal areas.
- Continence care.
- Placement, removal and changing of incontinence pads.
- Menstrual Hygiene.
- Daily dressing and undressing.
- Administering medication.

For the purposes of this policy we differentiate between personal care and supported tasks as follows:

Acceptable support tasks provided by Purple Patch Arts staff include assisting a participant:

- to go into and onto the toilet.
- to get changed into alternative clothing.
- to get dressed while on a Purple Patch Arts residential.
- to get into a wash area.
- by prompting the taking of medication.

Negotiable support tasks which may be provided by Purple Patch Arts staff include assisting a participant:

- To self-administer oxygen or inhalers.
- With emergency care procedures e.g. anaphylactic pens.
- To adjust a hearing aid.
- To self-administer routine medication (providing the correct dosage is already prepared).
- Feeding – if someone simply needs help opening packets and placing food within reach, or in some cases support using a spoon, then this should be at the discretion of workshop staff. However, Purple Patch Arts' staff are not trained to feed anyone who presents a significant choking risk.

Personal care tasks that cannot be provided by Purple Patch Arts staff but are provided by the participants own trained support staff include assisting a participant:

- In using their catheter and stoma care.
- Bathing and washing.
- Menstrual Hygiene.
- Placement, removal and changing of incontinence pads.
- Continence Care.
- Toileting, wiping and care in genital and anal areas.
- Gastrostomy/jejunostomy tube feeding or cleaning.

- In preparing dosage for any type of medicine.
- In the safe disposal of pads and waste into appropriate bins.

4. Mandatory Procedures

All staff will hold a current enhanced DBS check at all times to ensure that there is no reason why they should not work with adults at risk.

Before providing acceptable support tasks or negotiable support tasks an 'individual personal care / medication agreement' must be in place:

- This agreement asks for written consent from the individuals' family / support team that the tasks have been approved.
- This agreement also highlights:
 - Purple Patch Arts' policy on personal care, toileting and medication.
 - The risks of the medication not being taken.
 - The risks of late taking of medication.
 - Actions to be taken if medication is refused.
 - That all medication must be clearly labelled, and dosage is the responsibility of the family / support team.

5. Practice Guidance

People should be encouraged and supported to be as independent as possible in all their care tasks. Staff should never undertake tasks which people are able to perform themselves with sufficient time and support.

People should be offered as much consistency of care as possible so that they can develop a rapport with a member of staff.

Wherever possible, both men and women should be employed, and people allowed to choose the gender of the person from Purple Patch Arts who they want to support them, except where there is evidence that this would expose the worker to sexual harassment or assault. Purple Patch Arts staff must report any abuse to their line manager.

Purple Patch Arts staff must be culturally sensitive and aware of different concepts of privacy, nudity and in appropriate touch.

People must be offered maximum privacy within the constraints of needing to be assisted and accompanied.

6. Personal Care not provided by Purple Patch Arts staff

If support is required that can't be met by Purple Patch Arts staff, an additional support worker should be employed to undertake this duty.

The responsibility of arranging this support will be expected from the participant or their carer/parent.

The responsibility and accountability for all externally employed support staff will be the support workers' employer.

7. Recording

It is essential that Purple Patch Arts staff have the written consent of the participant or their representative if they are supporting acceptable personal care tasks. The procedures to be followed with regards to specific personal care tasks must be retained on the participant's file.

Signed consent will be provided in the 'individual personal care / medication agreement'

Any instances of 'emergency' personal care which have not been pre-agreed should be logged on an incident report form by a workshop leader and submitted to the CEO.

8. Review

This policy will be reviewed annually.