

## **Introduction**

The main aim of Conductive Education is teaching independence by developing the children's cognitive and physical skills and abilities in a group situation. The learning process through which this is taught continues throughout the entire daily routine.

The daily routine includes a wide range of activities, which may vary according to the demands of the individual child, the group and the curriculum.

The aims which are set for the children need to be realistic (walking distance, use of equipment, etc) in order to enable them to complete the tasks successfully and therefore to assist in the process of motivating them in their individual solutions to the tasks and to receive due reward for their endeavour.

The children carry out each activity in an area where all their needs are catered for and each can work to his/her own potential. All equipment is stored and used in this environment and health, hygiene and safety of all children is of paramount importance. In developing independence in this structured environment children are being prepared to function in the wider world.

## **Procedure for ensuring health and hygiene**

### **1. Eating**

Tables are cleaned before and after each meal and at other times as required. The children clean their hands before and after eating.

### **2. Toilet Training**

As incontinence is common amongst children with movement disorders of a neurological origin, toilet training is part of the daily routine. The aim of our toilet training programme is to teach continence and acceptable hygiene practices. Children are toileted many times each day. As with many of the conductive programmes, children may also carry out other aspects of their daily work whilst taking part in toilet training (e.g. sitting, dressing/undressing).

In the case of a toileting accident children will be taken out to the bathroom and cleaned and changed, thus privacy is ensured and the child's self-esteem is supported.

After use potties are disinfected and cleaned in the bathroom using the potty washing machine or sluice. Toilet chairs and seats are also disinfected after each use. Chairs are deep cleaned each week.

Disposable gloves/plastic aprons are available for staff to use during this procedure and also during the routine cleaning of potties.

When it is safe to do so and children are capable of sitting on the toilet alone they are encouraged to do so. If this is not possible, children use specially purchased toileting chairs. Until that time they are always accompanied and assisted by a member of staff.

Children in the Pre-school use potties or toilets in the bathroom as part of the toilet training programme. Positive group reinforcement of achievement encourages children's further success.

Children may require reinforcement of achievement with tick (sticker) charts. These are placed in the toilet cubicle used by each child and a tick (sticker) placed on the chart when the child has used the toilet successfully.

### **3. Furniture**

Tabletops are cleaned and disinfected daily. (Tables and chairs are disinfected Bi-Annually. All other furniture and equipment is thoroughly cleaned Bi-Annually. Toys are washed-Annually.

If any of the furniture or equipment becomes soiled it is washed and disinfected immediately.

Also, in the case of a toileting accident or sickness the floor, equipment and furniture will be cleaned and disinfected immediately.

### **4. Personal Hygiene**

Children will change out of their own clothes and into Institute clothes upon arrival each day and back into their own clothes before going home each afternoon. This is in part to teach such basic skills as dressing and undressing but also places a specific emphasis on health and hygiene. Children do not soil their own clothes and staff can see movement of limbs and body parts more easily. It is also much easier to quickly change shorts or trousers and t-shirts than the varied range of clothing in which children might arrive at the start of the day.

Some of the more independent children do not change their clothes. They learn to look after them and learn to use various fastenings e.g. fastening/undoing buckles on a belt.

Children wash their hands before and after eating or using the toilet and also at other times during the day as required.

Each child has his or her own named hairbrush or comb and basket for their own clothes. Toothbrushes may also be used as part of self-care activity or for lessons, these are also named.

Health and Hygiene are prioritized during the academic year as topics for study within the Early Years Foundation Stage and National Curriculum.

## 5. Seizures/ Hypoglycemic shock

In the event of a child having a seizure he/she must be put in the recovery position (or a comfortable position in case of hypoglycemic shock) and comforted with adult supervision. The event must be reported to the relevant Leading Conductor/First Aider immediately. The seizure or hypo must be recorded in the incident book and information sent to the nurse educator service if medication is administered or an ambulance is called and to parents in the home-school book as well as by telephone call.

Procedures to be followed and medication to be administered for individual children are agreed with parents.

All staff will undergo annual training from the nurse educators at south Birmingham PCT or a diabetic nurse from the Children's Hospital, if required on the administration of medication for seizures and blood sugar checks and the procedure for hypoglycemic shock. At least three members of staff from Children's Services will have current first aid training.

## 6. Children fed by gastrostomy

Two children in School Group and one child in Nursery is gastrostomy fed. School Group staff are fully trained by a nurse to administer and attend to this. Pre-School staff were trained by a nurse to administer water at snack time.

In case of an emergency e.g. if the button should come out, NICE's procedure is to contact parents immediately and if they cannot get here quick enough or we are unable to get hold of them we will call the community nurses (0121 245 5775 option 1).

In case no one can get to NICE within an hour time frame staff will take the child to hospital with the emergency kit.

Parent need to provide the emergency kit and are required to sign a letter of permission allowing staff to take the child to hospital.

## 7. Additional Health/Safety Factors

**Following advice with our link at the WMFS we have now removed all of the plug protectors in the building as these offer no additional safety as originally thought. <http://www.rospe.com/homesafety/policy/electricity.aspx>**

Staff working in Pre School and School services of the National Institute have full responsibility for the health and safety of the children.

Staff should ensure:

- Children are never left without supervision;
- Children are always in a safe and secure position;

- Children who have chewing, swallowing difficulties are given appropriate food (e.g. mashed);
- Children with known allergies are never given any substance which will promote an allergic reaction. All new staff will be made aware of children's allergies during their induction training;
- Children returning to school following surgery will need to be re-assessed and their health and safety and that of others in the group will need to be considered before re-admission begins e.g. if a child has had orthopaedic surgery which necessitates the wearing of non-weight bearing plasters, manual handling considerations need to be discussed with parents before re-admission to the group. This may mean that children initially attend for part of the day.
- When using scissors, knife or blowing candles, etc. staff must provide extra attention;
- Children do not have unsupervised access to electrical equipment (e.g. tape-recorder, television, etc);
- Staff must record any accident in the Accident/incident Book which should be given to The Deputy head for counter-signing.
- Rules are reinforced to the children on how to use equipment safely in programmes and lessons

(For further details see Foundation for Conductive Education's Health and Safety Policy)

**Review:                      Annually**

**Review Date:              July 2019**

