



Intimate Care and Toileting Policy

2023-2028

Children with Specific Toileting/Intimate Care Needs:

- In all situations where a pupil needs assistance with Toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school
- Parents, Guardians, Principal, Class Teacher, SNA, and if appropriate, the pupil, will attend
- The specific care needs of the child, and how the school will meet them, will be clarified
- Personnel involved in this care will be identified
- Provision for occasions when staffs are absent will be outlined (e.g. Substitute SNA's will not generally be involved in intimate care. Any change of personnel will be discussed with the pupil, if appropriate
- Two members of staff will be present when dealing with intimate care needs
- Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil's file
- As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
- A written copy of the agreement will be kept on the pupils file
- Parents will be notified of any changes from agreed procedures
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs
- Staff will wear protective gloves

Toileting Accidents:

- At the junior infant induction meetings, the school procedures will be outlined to parents, and they will be asked to submit in writing specific wishes regarding toileting accidents
- A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school

Good Practice for Staff:

- The student will be addressed by name in a reassuring manner to prepare them for assistance. The SNA will clearly explain what their intentions are in a straight forward manner.
- Upon the arrival of the second staff member, a sign shall be put on the door to the toileting area so that the privacy of the child will be maintained.
- Appropriate and professional language will be used and at no point will a conversation take place between staff members that exclude the child who is being assisted.
- In intimate care, the touch will be affirmative and supportive not rough or insensitive
- The dignity and privacy of the child will be maintained at all times.
- All equipment will be to hand before commencing.
- Soiled clothes will be placed in a bag to be brought home.
- In the first instance, the pupil will be offered fresh clothing to clean and change themselves
- If, for any reason, the child is unable to clean or change themselves, the procedure outlined and agreed by parents will be followed
- Parents will be notified of these accidents
- A record of the incident should be kept
- Staff members will avoid speaking about intimate care issues unnecessarily or in front of people who do not need to know.

Staff Roles and Responsibilities

Teachers and principals assume shared responsibility in and contribute to the implementation for an effective and equitable 'Intimate care and Toileting Plan'

Success Criteria

The school evaluates the success of this policy through

- 1) Participation of staff in the policy
- 2) Safe and effective care of all students in our school
- 3) Feedback from staff
- 4) Feedback from relevant parents

Implementation

This policy is effective immediately.

Ratification and Communication

This policy was ratified by the Chairperson of the Board of Management February 2018 and reviewed by staff in Oct 2023.

Review timetable

This policy will be reviewed at the end of 2028

Evaluation

This policy is monitored on an ongoing basis.

Signed  _____

Mr Eugene Wall
Chairperson of the Board of Management.

Intimate Care Plan.

Name of Child	
Class	
Class Teacher	
SNA	
Parents will provide the following	<p>Change of clothes Under ware Socks Shoes Wipes – flushable. Bags for transporting clothes home.</p> <p>Parents will return a full clean set of clothes and shoes to the school the following day should an accident happen</p>
Provision in place should SNA be required for intimate care needs	<p>Teacher will call for the assistance of a SNA</p> <p>A minimum of two staff members will be present at all times. Additional support will be provided by SNA 's if required.</p> <p>In the first instant the child will be offered clean clothes</p> <p>Should the child be unable to change unassisted the procedure outlined below in agreement with the parent shall be followed.</p> <p>Child will removed the soiled clothing as required</p> <p>The SNA will clean the child with flushable wipes as best a s possible.</p> <p>Child will be given change of clothes</p>

	<p>Phone call to be made home.</p> <p>In the instance of soiling or vomit the parent will be asked to collect child from school to bring home to mind and look after as appropriate</p>
Provision in place should SNA be required for intimate care needs	No substitute SNA will be involved in the intimate care needs of a student unless sanctioned by the principal.
Staff will require	<p>Gloves</p> <p>Disposable aprons</p> <p>Supply of plastic bags</p> <p>Soap / Water for washing of hands following assistance.</p> <p>Additional disposable wipes if required.</p> <p>Antibacterial gel</p>

Any other additional notes.

Signed by

Class teacher _____

SNA _____

Parents _____

Principal _____