



Killester Raheny Clontarf
Educate Together
National School

Collins Avenue, Killester, Dublin 5. D05F2H1.

Roll No. 20525B.

Intimate Care / Toileting Policy

January 2023

Intimate Care Policy

Introduction

Intimate care is any caring procedure which involves attending to a pupil when **he/she** is undressed or partially dressed; helping a pupil with washing (including intimate parts); helping a pupil to use the toilet; changing nappies or carrying out a procedure that requires direct or indirect contact with an intimate area of a pupil; or any procedure carried out while the pupil is in a state of whole or partial undress.

The supervision of pupils while they are dressing and undressing will also be considered as intimate care.

The following procedure will apply in cases of

- Wetting Incident
- Soiling Incident
- Vomiting on clothes
- Ongoing toileting or care needs as outlined in a pupil's individual intimate care plan and referred to in child's Individual Educational Plan
- Water/wet play incident or incident whereby a child requires a change of clothes

This policy and related procedures have been developed bearing in mind that all physical contact between staff and pupils:

- Should be aimed at meeting the needs of pupils
- Should respect the privacy and dignity of each pupil
- Should be consistent with professional integrity of staff members

RELATIONSHIP TO THE SCHOOL ETHOS

All pupils and staff members have the right to feel safe and be treated with dignity and respect.

AIMS AND OBJECTIVES

The aims of this policy are:

- To safeguard the rights and promote the welfare of children
- To ensure that the dignity and privacy of the pupil involved is maintained at all times
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner

RESPONDING TO INCIDENTS (I.E. WETTING, SOILING, VOMITING)

As a staff we act 'in loco parentis' and can deal with a toileting or vomiting accident in school. It is best practice to only provide help that is required by the pupil.

The staff member should encourage the pupil to do as much for themselves as possible.

Parents/guardians have been asked to provide spare changes of clothes and underwear which will be kept in the school. Staff are required to wear protective gloves when assisting the changing of a child. A teacher must always be cognisant of his/her duty of care regarding effective supervision of all the pupils in the class when assisting a pupil with toileting. In the event of an accident, the following procedures are to be followed:

Wetting incident:

The ANA/teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary.

- The child will use said clothes to change him or herself.
- The ANA /teacher / designated personnel will assist the child with dressing only if absolutely necessary.

- If an ANA/teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Parents/guardians are informed
- Wet clothes are sent home in a plastic bag.
- Parents/guardians are asked to return “spare” clothes after washing.
- Parents/guardians will be informed of this procedure in the Junior Infants induction meeting prior to their child starting school

Soiling incident

- If the child soils him/herself, Parents/guardians are contacted and asked to collect their child.
- In the event that a parent/guardian cannot be contacted, the ANA/teacher/designated personnel will do what is possible to make the child comfortable.
- The ANA/teacher/designated personnel will provide the child with wipes.
- The ANA/teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary.
- The child will use said clothes to change him or herself.
- The ANA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- If an ANA/teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Parents/guardians are informed of details of incident upon collection
- Soiled clothes are sent home in a plastic bag.
- Parents/guardians are asked to return “spare” clothes after washing.
- After an incident of diarrhoea, the child is advised to stay at home until they are symptom free for at least 48 hours.
- Parents/guardians will be informed of this procedure in the Junior Infants induction meeting prior to their child starting school.

Vomiting incident:

- If the child vomits on him/herself, parents/guardians are contacted and asked to collect their child.
- In the event that a parent/guardian cannot be contacted, the ANA/teacher/designated personnel will do what is possible to make the child comfortable.
- The ANA/teacher/designated personnel will provide the child with wipes.
- The ANA/teacher/designated personnel will provide the child with a change of clothes as necessary.
- The child will use said clothes to change him or herself.
- The ANA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- If a ANA/teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Parents/guardians are informed of details of incident upon collection
- Soiled clothes are sent home in a plastic bag.
- Parents/guardians are asked to return “spare” clothes after washing.
- After an incident of vomiting, the child is advised to stay at home until they are symptom free for at least 48 hours.
- Parents/guardians will be informed of this procedure in the Junior Infants induction meeting prior to their child starting school.

PUPILS WITH SPECIFIC TOILETING OR INTIMATE CARE NEEDS

It may be the case that a pupil will have an ongoing need for assistance with toileting/intimate care. In all such situations the following guidelines and procedures must be followed:

THE ROLES AND RESPONSIBILITIES OF PARENTS/GUARDIANS

- Parents/Guardians should identify any toileting or intimate care needs in their application form.
- Parents/guardians will be required to attend a meeting with the Principal and SEN coordinator/ class teacher /SET to discuss the specific care needs of their child and how the school will meet them.

- Where possible, Parents/guardians should provide the school with professional reports (O.T., nurse, Early Intervention Team. Enable Ireland etc) and/or relevant contact details. Professional reports should recommend toileting strategies and support school staff in supporting intimate care needs of the child. Professional reports may also indicate the need for specialised equipment, to ensure the dignity of the child at all times.
- An Intimate Care Plan will be developed based on parental and professional information and an application for ANA access and if necessary equipment will be completed.
- Parents/guardians supply the school with the resources required to carry out the toileting or other care needs, which may include, but not be limited to;
 - Nappies
 - Wipes
 - Disposable gloves or Nappy Sacks
 - Spare underwear
 - Spare Clothes
 - Creams (if necessary and as detailed in Intimate Care Plan)

ROLE OF THE SCHOOL: INTIMATE CARE OR TOILETING PLAN

In the event that a specific toileting need has been identified for a student, an Intimate Care/Toileting Plan will be developed in partnership with the pupil's class teacher, support teacher, designated ANAs, parents/guardians and relevant support services.

If a child is not toilet trained, and wears nappies/pull ups to school, toileting will be scheduled twice during the school day. If a child soils himself/herself, the child will be changed as soon as possible.

A written copy of the agreement will be kept in the student's file and Parents/guardians will be notified of any changes from agreed procedures.

The Care Plan must include;

- Details of specific care need
- Identification of the staff members involved in this care, including provisions for when a staff member may be absent. (Substitute ANA's will not generally be involved in intimate care unless sanctioned by the Principal or SEN Coordinator).
- Details of additional equipment required and procedures for using same
- Child's preferred means of communication include agreed terminology for body parts and bodily functions.
- Child's current level of ability
- Cultural and/or religious sensitivities
- Signature of Class Teacher
- Signature of Principal / SEN Coordinator SET
- Date of Care Plan implementation and review

TOILET TRAINING OF CHILDREN WITH TOILETING OR INTIMATE CARE NEEDS

Parents/guardians are encouraged to toilet train their child, at an appropriate time for their child. The school supports the recommendations of professionals and parental wishes in relation to toilet training.

When parents/guardians decide it is an appropriate time to toilet train their child, they are asked to speak with staff, review intimate care and toileting plans.

Both parents/guardians and staff should implement the same strategies when the child is being toilet trained. Regular communication should occur between parents/guardians and staff when a child is toilet training is in progress.

GOOD PRACTICE GUIDELINES

While it is not possible to prescribe guidelines that will apply in all Intimate Care and Toileting situations, it is important that the following elements of good practice are adhered to:

- In the case that a student has an Intimate Care Plan, teachers and ANAs should ensure that they are completely familiar with the plan.
- There should be a minimum of two staff members present at all times.
- Address the pupil by name and ensure he/she is aware of the focus of the activity.
- Verbalise actions to the pupil in a reassuring way to prepare them for each procedure.
- Use visual cues for pupils with limited communication, e.g. pointing at a wipe or picture board.
- Use appropriate and professional language. Specific language may be detailed in a care plan.
- In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
- Respect the dignity and privacy of the pupil at all times.
- Have all equipment and materials to hand before commencing.
- Use discreet observation if checking to see if a nappy needs changing.
- Use protective gloves provided.
- Take all precautions when disposing of soiled material in the bin provided.
- Intimate care procedures will be carried out in a manner which treats the pupil in a dignified and respectful way and allows the pupil the maximum level of privacy.
- The pupil's independence will be encouraged.

WATER/WET PLAY INCIDENT OR INCIDENT WHEREBY CHILD REQUIRES A CHANGE OF CLOTHES

If an incident occurs during the school day whereby a child is playing with water/wet area or other area in which a change of clothes is necessary, the following procedures are followed.

- If a child has intimate care needs, the child's intimate care plan is implemented. For all other children:
- The ANA/teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary.
- The child will use said clothes to change him or herself.
- The ANA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- If a ANA/teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Parents/guardians are informed
- Wet clothes are sent home in a plastic bag.
- Parents/guardians are asked to return "spare" clothes after washing.

REPORTING

If during the intimate care of a pupil;

- A staff member accidentally hurts/injures the pupil
 - The staff member observes something which raises child protection concerns
 - The pupil seems to misinterpret what is said or done
 - The pupil has a very emotional reaction without apparent cause
- the incident must be reported to the DLP or Deputy DLP in his/her absence.

SUCCESS CRITERIA

The school evaluates the success of the policy through;

1. Participation of all staff in the policy
2. Safe and effective care of all pupils in our school
3. Feedback from all staff
4. Feedback from relevant parents/guardians

IMPLEMENTATION: This draft policy will be implemented from X September, 2023.

RATIFICATION AND COMMUNICATION

This policy was ratified by the Chairperson of the Board of Management on X, 2023.

REVIEW:

This policy will be reviewed at the end of the 2023/2024 School Year and amended as necessary by means of a whole school collaborative process.

Signed: Date:

Chairperson, Board of Management

Signed: Date:

Principal

Reviewed on

Signed Date:

Appendix A
Permission form for Intimate Care Provision

Should your child have a toileting accident (soil or wet themselves) or vomit in school and require changing, we are willing, with your permission to clean and change your child as required.

We will follow the procedures outlined in our “Intimate Care Policy”.

This role will always be undertaken by a member of staff (teacher or ANA or other named designated personnel) and you will be informed that an incident has taken place.

In such an event please indicate below how you would like us to proceed.

- In the event of my child having a toileting accident or vomiting in school and needing to be cleaned and changed, I give permission for a member of staff (teacher or ANA or named designated personnel) to clean and change him / her.

Child's name _____

Name or Role of Staff Member: _____

Signed _____ (Parent/Guardian)

OR

- In the event of my child having a toileting accident or vomiting in school and needing to be cleaned, I would like to be contacted so that I can proceed to school.

I accept that if you are unable to contact myself or someone on the emergency contact list you will proceed to clean and change him / her as based on the procedures outlined in the “Intimate Care Policy”

Child's name _____

Signed _____ (Parent/Guardian)