

Scoil Mhuire gan Smál, Cill Choirle



Intimate Care and Toileting Policy

Policy Details

Name of Policy: Intimate Care and Toileting Policy

Date Developed:

Signed by

Date Reviewed:

Chairperson: *Goulden K.*

Ref Code:

Principal: *Donna Kirby*

Edition:

Date commenced: *28/11/2022*

1. Policy Statement

Scoil Mhuire gan Smál recognises that all students and staff members have the right to feel safe and to be treated with dignity and respect.

2. Policy Purpose

The purpose of this policy is to:

- Safeguard the rights and promote the welfare of children
- Ensure that the dignity and privacy of the student involved is maintained at all times
- Develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner

3. Policy Scope

This policy applies to all students and staff of Scoil Mhuire gan Smál.

4. Definition

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

The supervision of students 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 student's individual intimate care plan and referred to in child's Individual Educational Plan
- Water/wet play incident or incident whereby child requires a change of clothes

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

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

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 the necessary level of assistance that is required by the student. The staff member should encourage the student to do as much for themselves as possible. Spare changes of clothes and underwear are kept in the school. Staff are required to wear protective gloves when assisting with changing a child. School staff must always be cognisant of his/her duty of care regarding effective supervision of all the students in the class when assisting a student with intimate care. In the event of an intimate care need, the following procedures are to be followed:

Wetting incident:

- The SNA/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 SNA/teacher / designated personnel will assist the child with dressing only if absolutely necessary.
- If a SNA/teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Incident is recorded.
- 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 are asked whether they prefer to collect their child or to allow staff to follow our Intimate Care and Toileting Policy.
- In the event that a parent cannot be contacted, the SNA/teacher/designated personnel will provide the necessary care to make the child comfortable.
- The SNA/teacher/designated personnel will provide the child with wipes.
- The SNA/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 SNA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- If a SNA/teacher/designated personnel is required to enter the toilet cubicle, a second adult must be present.
- Incident recorded.
- 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.
- A staff member ensures that sanitaire absorbent clean-up powder is applied to the vomit if on the floor/desk etc. and appropriate signage is used.
- In the event that a parent cannot be contacted, the SNA/teacher/designated personnel will provide the necessary care to make the child comfortable.
- The SNA/teacher/designated personnel will provide the child with wipes.
- The SNA/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 SNA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- If a SNA/teacher/designated personnel is required to enter the toilet cubicle, a second adult must be present.
- Incident is recorded.
- 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.

STUDENTS 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, or inform the class teacher/principal when such needs develop.
- 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 can assist their child to meet them.
- Where possible, Parents/guardians should provide the school with professional reports to support the staff in providing the necessary assistance (O.T., nurse, Early Intervention Team. Enable Ireland etc) and/or relevant contact details. Professional report should recommend

toileting strategies and support school staff in supporting intimate care needs of the child. Professional report may also indicate the need for specialised equipment, to ensure the dignity of the child at all times.

- An Individual Intimate Care Plan will be developed based on parental and professional information and an application for SNA access and if necessary equipment will be completed.
- Parents/guardians will supply the school with the necessary resources, identified in the individual care plan, required to carry out the toileting or other care needs, which may include, but not be limited to;
 - Nappies /Sanitary wear
 - Wipes
 - Disposable gloves
 - 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 student's class teacher, support teacher, designated SNAs, 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, 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 SNA'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 to 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
- Signature of Parent / Guardian
- Date of Care Plan implementation and review

Refer to [Appendix A](#) for Intimate Care Plan template.

Implementation of an Intimate Care Plan should be monitored and evaluated on an ongoing basis in order to continually monitor a student's progress and promote the development of independence. Refer to Appendix B for recording template.

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

If an incident occurs during the school day whereby a child 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 SNA/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 SNA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- If a SNA/teacher/designated personnel is required to enter the toilet cubicle, a second adult must be present.
- Incident is recorded.
- 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 provision of intimate care to a student;

- A staff member accidentally hurts/injures the student
- The staff member observes something which raises child protection concerns
- The student seems to misinterpret what is said or done
- The student has an unexpected emotional/physical reaction without apparent cause

If any of the above occur, 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 students in our school
3. Feedback from all staff
4. Feedback from relevant parents/guardians

IMPLEMENTATION: This draft policy will be implemented from 20th September, 2022

RATIFICATION AND COMMUNICATION This policy was ratified by the Chairperson of the Board of Management in Scoil Mhuire gan SMál.

REVIEW This policy will be reviewed and amended as necessary by means of a whole school collaborative process.

Appendix A

Intimate Care/Toileting Plan	
Child's Name	
Date of Birth	
Child's Class	
Relevant Staff	

Specific Care Needs	
Nature of Care Needs	
Child's Current Level of Ability	
Timeline & skills which need to be taught:	Timeline & Procedures for teaching new skills

Procedures for Care	
Times and frequency each day when care is required	
Staff to be involved in this care	
Provisions for when named staff members are absent	
Equipment required for this care	
Procedures for using this equipment	
Additional materials / resources needed	

Procedures for storing and disposing of materials.	<i>Please note parents/guardians are responsible for providing the school with necessary materials.</i>
Language to be used when providing this care:	Naming body parts: Vulva - Penis - Bottom - Naming bodily functions: Urination - Bowel movement -
Cultural/religious sensitivities (if any)	
Date of Intimate Care Meeting	
Date Intimate Care Finalised	
Review Dates:	

Individuals involved in this plan	Name (printed)	Signature
Parent/Guardian 1		
Parent/Guardian 2		
Class Teacher		
SNA 1		
SNA 2		
SET		
Other Relevant Personnel		
Principal		
Therapists		

Appendix C

Permission from for Intimate Care Provision

Should your child have a toileting accident (soil or wet themselves) or a vomiting accident 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 SNA 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 an accident in school and needing to be cleaned and changed, I give permission for a member of staff (teacher or SNA 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 (soil or wet themselves) or a vomiting accident 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)