

ST. PATRICK'S BOYS' NATIONAL SCHOOL

School Policy Document

Intimate Care and Toileting Policy



Brian Horan

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St. Patrick's Boys' National School

Portrane Rd., Donabate, Co. Dublin

Ph/Fax: 8436168

Scoil Naomh Pádraig (Buachailli)

Principal: Brian Haran

www.stpatsbns.ie

Roll No: 16267G



Introduction

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of pupils involved in intimate self-care.

The following are the fundamental principles upon which these Guidelines on Intimate Care are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to have levels of intimate care that are as consistent as possible.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- All members of staff have the right to be protected and have their needs also met in the provision of intimate care to pupils for whom they care.



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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, if possible, before the child starts school.
- Parents, Guardians, Principal, Class Teacher, SNA and pupil (if appropriate) will attend.
- The specific care needs of the child, and how/if the school will/can meet them, will be clarified.
- Personnel involved in this care will be identified (in some cases the parents' involvement may be required).
- Provision for occasions when staff members are absent will be outlined (e.g. Substitute SNAs 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.
- The meeting should also take into account procedures for educational visits/day trips.
- Any changes will be discussed with parent/guardian.
- As far as possible the pupil will be involved in identification of his personal requirements, wishes, changes etc.
- A written copy of the agreement will be kept on the pupil's 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 and will exercise good hygiene practices (e.g. washing hands before and after assisting a child).
- Pupils who require regular assistance with intimate care have written Individual Education Plans (IEP) agreed by staff, parents/carers and any other professionals actively involved. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances. They should also take into account procedures for educational visits/day trips. It is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.



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- Adults - other than parents - who assist pupils with intimate care will always be employees of the school (not students or volunteers), which will ensure that they are familiar with the school's Child Safeguarding Statement.

Changing Rooms Procedures (e.g. Swimming Pools, educational tours etc)

- A Special Needs Assistant will monitor the child from the doorway of the changing cubicle/area to assess if assistance with dressing etc is needed.
- The door to the cubicle will stay open if possible.
- Another Special Needs Assistant or member of staff will be present at all times.
- If two children need assistance they should if possible take adjacent cubicles.

Use of toilets during break

- Children should be encouraged to use toilets in the classroom before going out to play.
- All children should use the children's toilets off the lobby area in the school during yard time.

Toileting Accidents:

- A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school.
- In the first instance, the pupil will be offered fresh clothing to clean and change himself.
- If, for any reason, the child is unable to clean or change himself parents' will be contacted.
- If staff helps to clean /change the child, two members of staff, familiar to the child will attend to him.
- Parents will be notified of these accidents.
- A phone call will be made to parent / guardian to inform them of the child's toileting accident.
- A written record will be kept on Aladdin of any toileting accidents. Class Teacher will make this note on Aladdin.



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This policy was ratified by the Board of Management on 18/09/2019 & will be updated as necessary.

This Policy was reviewed by the Board of Management, Teaching Staff and Parent Body.

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in St. Patrick's Boys' National School, it will reviewed every three year, unless there is a compelling reason to review it earlier.

Brian Haran

Príomhoide

Mary Brooks

Chairperson
Board of Management