

St. Patrick's National School, Intimate Care Policy



Introduction.

For the purpose of this policy, Intimate Care is any caring procedure which involves helping a pupil to use the toilet, changing nappies or underwear.

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 dignity of each pupil
- Should be consistent with professional integrity of staff members

(see appendix 1)

Policy rationale.

The aim of the policy is to increase knowledge, enhance skills and promote good practice in this sensitive area. All staff will be made aware of the standards expected of them. Intimate care will be carried out only by regular school employees.

Relationship to the School Ethos

All students 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 ensure that the dignity and privacy of the pupil involved is fully respected
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner.

Staffing Procedures

As teachers, it is good practice to only provide help that is required or reasonably requested by the student. The teacher should encourage the pupil to do as much for themselves as possible. A teacher must always be cognisant of his/her duty of care regarding effective supervision of all the students in the class when assisting a pupil with toileting.

The following procedure will apply in cases of

- Wetting
- Soiling/toileting accidents
- Vomiting on clothes

At all times, the privacy and dignity of the child will be maintained.

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 (See Appendix 3).
- Parents will be requested to keep a supply of clean underwear, wipes, track-suit bottoms etc. in the bottom of each child's schoolbag as long as needed but always in the infant classes.
- In the first instance, the desired procedures outlined by the parents will be followed.
- The SNA and teacher where possible will assist the child with dressing only if absolutely necessary.
- The SNA and teacher where possible will do all that is necessary to make the child comfortable, and the parents will be contacted.
- Wet/soiled clothes will be put in a plastic bag. Parents are asked to return the clothes given to their child.
- Spare changes of clothes and underwear are kept in the girls' toilets at either end of the school.
- Staff are required to wear protective gloves while changing a child.
- A record of the incident will be kept.

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.
- The personnel involved in this care will be identified.
- Provisions for occasions when staff members may be absent will be outlined (e.g. Substitute SNAs will not generally be involved in intimate care, unless sanctioned by the principal). Any change of personnel or procedures will be discussed with the pupil, if appropriate.
- There should be a minimum of two staff members at all times when dealing with intimate care needs (one staff member must be in view of the other).
- SNA will notify the class teacher and SET when dealing with intimate care.
- Staff will wear protective gloves (if deemed necessary by staff, children may require this also).
- As far as possible, the pupil will be involved in identification of his/her personal requirements, wishes, changes etc., and at all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
- A written copy of the agreement will be kept on the pupil's file and parents will be informed of any changes from agreed procedures.

Parent Responsibilities

Parents/Guardians need to identify any toileting needs. They should 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
- Nappy Sacks
- Spare Underwear
- Spare Clothes

Intimate Care/Toileting Plan

In the event that a specific toileting need has been identified for a pupil, an intimate Care/Toileting Plan will be developed in partnership with the pupil's class teacher, designated SNA and the pupil's parents/guardians. This can form part of the PPP (Personal Pupil Plan). See Appendix 2

The Care Plan must include:

- Specific Care Need
- Identification of the staff members involved
- Additional equipment required
- Child's preferred means of communication to include agreed terminology for body parts and bodily functions.
- Signature of Class Teacher, SNA, Parent and Principal
- Date of Care Plan

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/guardian.

Ratification & Communication:

This policy was approved and ratified by the Board of Management in November 2024.

Review Timetable:

This policy will be reviewed at the end of November 2027 and amended as necessary by means of a whole school collaborative process.

Evaluation:

This policy is monitored on an ongoing basis.

This policy should be read in conjunction with the Child Safeguarding Statement and SEN policy.

Signed:

Seamus Ó'Keefe

Fr. Seamus Heaney (Chairperson B.O.M)

Date:

5/11/2024

Appendix 1

Elements of Good Practice for Staff:

While it is not possible to prescribe guidelines that will apply in all situations, it is important that the elements of good practice be followed:

- In the case that a student has an Intimate Care Plan, ensure you are completely familiar with the plan.
- Address the student by name and ensure he/she is aware of the focus of the activity.
- Verbalise your actions to the student in a reassuring way to prepare them for each procedure.
- Use visual cues for pupils with limited communication, e.g. pointing at a wipe.
- Use appropriate and professional language.
- 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 student the maximum level of privacy.
- The student's independence will be encouraged.



Appendix 2

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Child's Last Name _____

Child's First Name _____

Date of Birth _____

I give permission to the school to provide appropriate intimate care support to my child.

I will advise the school of any medical complaint my child may have which affects issues of intimate care.

Name _____

Signature _____

Relationship to Child _____

Date _____

Appendix 3; Note for parents regarding specific toilet accidents.



St. Patrick's National School,

Crowenstown,

Delvin,

Co. Westmeath,

Phone: 044 9664585

Roll No: 022635

Email: office@crowenstownns.ie

Website: www.crowenstownns.ie

Dear Parents,

Following a review of our Intimate Care and Toileting policy, we would like to bring the following to your attention.

Should your child require changing in school due to a toileting accident please specify (tick the box) below how you would prefer the school to deal with the incident;

- 1) Allow the child to change themselves
- 2) A phone call home so you can come to the school to attend to your child
- 3) Allow the school staff to attend to your child

Other please specify _____

Signed: _____

Date: _____