

# **ST. MOCHULLA'S NS**



## **INTIMATE CARE AND TOILETING PROCEDURE**

## **INTRODUCTION**

Intimate care is any caring procedure which involves attending to a student when he/she is undressed or partially dressed, washing (including intimate parts), helping to use the toilet, changing nappies or 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. 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 dignity of each student
- Should be consistent with professional integrity of staff members

## **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 student involved is paramount
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner.

The following procedure will apply in cases of:

- Wetting
- Soiling
- Vomiting on clothes

## **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 student. The staff member should encourage the

student 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 student with toileting. Parents have been asked to provide a spare changes of clothes and underwear which will be kept in the school. Staff are required to wear protective gloves when assisting changing a child. 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 student with toileting. In the event of an accident, 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.
- Parents/guardians are informed and may be asked to come to the school if necessary if the child has wet clothes or shoes and no spares are available.
- Wet clothes are sent home in a plastic bag.
- Parents/guardians are asked to return "spare" clothes after washing.

Soiling incident:

- If the child soils him/herself, Parents/guardians are contacted and asked to collect their child.
- In the event that a parent cannot be contacted, the SNA/teacher/designated personnel will do what is possible 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 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.

#### 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 cannot be contacted, the SNA/teacher/designated personnel will do what is possible 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 go into the toilet cubicle, a second adult must be present.
- 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.

### **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
- 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 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 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 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
  - 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
- Date of Care Plan implementation and review

## **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

## **RATIFICATION AND COMMUNICATION**

This policy was ratified by the Board of Management on \_\_\_\_\_

Signed: \_\_\_\_\_

(Chairperson, Board of Management)

## **REVIEW**

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