

## **Intimate Care and Toileting Policy**

### **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, Class Teacher, SNA, and if appropriate, the pupil, will attend the meeting
- The specific care needs of the child, and how the school will meet them, will be clarified
- Personnel involved in this care will be identified
- Provision for occasions when staffs are absent will be outlined (e.g. Substitute SNA's 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 at all times when dealing with intimate care needs
- Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil's file. The SNA team will log all intimate care needs in the SNA record book. In addition all meetings and/or changes will be logged by the class teacher in the Student Support File.
- As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
- A written copy of the agreement will be kept on the pupils 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 clothing when necessary.

### **Toileting Accidents:**

- Scoil an Spioraid Naoimh is a senior primary school from 3<sup>rd</sup> to 6<sup>th</sup> class with 2 special classes. If for any reason a pupil is at risk of a toileting accident the parents must communicate this to the class teacher in advance of the child starting the school year and they will be asked to submit in writing specific wishes regarding 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 themselves
- If, for any reason, the child is unable to clean or change themselves, the procedure outlined by parents will be followed
- If staff must clean /change the child, two members of staff, familiar to the child will attend to him/her
- Parents will be notified of these accidents
- A record of the incident should be kept in the Student Support file log of actions.