

St. Joseph's N.S., Leitrim Village, Roll No: 01125B

Intimate Care Policy

Introduction

This policy was drawn up by staff of St. Joseph's N.S. in consultation with the Board or Management. It was ratified by Board of Management in March 2018

Rationale

It is our aim at St Joseph's to help develop children's independence. However, we recognise that there will be times when additional assistance is needed. Our Intimate Care Policy has been developed to safeguard children and staff and ensure that intimate matters are dealt with in a consistent and sensitive manner. In intimate care situations, the child's safety, dignity and privacy are of paramount importance. Children requiring intimate care will be treated respectfully at all times.

Intimate Care and Toileting Policy

The following procedure will apply in cases of

- Wetting
- Soiling
- Vomiting on clothes

At all times we will maintain the privacy and dignity of the child.

A record of such incidents will be written by staff involved and given to the principal where it will be securely kept.

Parents are informed on this procedure in the Junior Infants induction meeting prior to their child starting school.

A. Toileting 'Accidents'

Toileting accidents are not uncommon, particularly at junior level, and it is therefore prudent that St. Joseph's N.S. address how these situations will be dealt with in the school. Parents of pupils in Junior Infants are encouraged to put a change of clothes, including underwear, in the pupil's school bag.

If a child has an accident the pupil will be sent to the toilet with the change of clothes and told what to do. If a child has soiled him/herself the parents will be telephoned and asked to come to the school to assist the child or bring the child home. If the parents are not in a position to come to the school immediately the child will be given clean clothes and instructed what to do. In the event that a parent cannot be contacted the teacher/SNA will do all that is necessary to make the child comfortable. If necessary, the class teacher will call out instructions from the outside toilet door (i.e. standing in the corridor) so that the child can change him/herself. The teacher/SNA will assist the child with dressing only if absolutely necessary. A note will be kept of such incidents and parents will be informed.

Changes of clothes and underwear will be in the lost property press on the corridor inside the main door.

Wet/soiled clothes will be put in a plastic bag and parents will be informed of what has happened when they collect their child. Parents are asked to return the clothes given to their child, washed and folded.

B. Children with Specific Toileting/Intimate Care Needs

It may be the case that a pupil will have an ongoing need for assistance with toileting/intimate care. Normally a child who has specific toileting needs will have a Special Needs Assistant (SNA) assigned to him/ her. Before the child is enrolled in the school, or when the SNA is appointed, a meeting is held at which all school personnel involved with the child (Class Teacher, Special Education Teacher, SNA, Principal) attend along with the child's parents/ guardians and if appropriate, the pupil. At this meeting the needs of the child will be addressed and agreement reached as to how the school can meet those needs. Those involved with the intimate care of the child agree practices which are acceptable to the staff, the child and the parents. IT will be decided for each individual child whether one or two SNA's should be involved with that child's intimate care needs. A record of this will be typed up and signed by the child's parents and school personnel. A written copy of the agreement will be kept on the pupils file and parents will be notified of any changes from agreed procedures.

As per the agreed practices the SNAs will wear protective gloves. Any change of personnel or procedures will be discussed with the pupil, if appropriate.

Normally the child will be encouraged to be as independent as possible and will be told what to do. The SNA's will only assist if the child is experiencing difficulty or struggling. The SNA will leave the toilet door open while assisting the child.

In the event that the child is very upset, unable to co-operate and the SNA feels he/ she needs assistance another SNA will be called to assist. The child's parents will be informed about each time an SNA assisted the child with toileting/ intimate care needs.

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.

Review

This policy was created in March 2018 and will be reviewed again in 2020 or if new legislation or an incident requires so.

Signed: _____

Signed: _____

Chairperson of BOM

Principal

Date: _____

Date: _____