

**Intimate Care and Toileting Policy**

**2018+**

**Board of Management Scoil Bhríde Nurney**

**2018+**



**Scoil Bhríde**

**Intimate Care and Toileting Policy**

**Introduction**

Intimate care is any caring procedure which involves attending to a pupil 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 pupil, or any procedure carried out while the pupil is I n a state of whole or partial undress. The supervision of pupils 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 pupils:

* Should be aimed at meeting the needs of pupil
* Should respect the dignity of each pupil
* 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 (in so far as is possible).

**Relationship to the School Ethos**

All pupils 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 paramount
* To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner.

**Staffing Levels**

\*Toileting ‘Accidents’

At the junior infant/new pupil induction meetings, the school procedures will be outlined to parents as follows:

1. A supply of clean underwear, track-suit bottoms etc. will be kept in the school for ‘wetting accidents’
2. Parents will be notified of these accidents
3. In the first instance, the pupil will be offered fresh clothing and will be expected to clean and change themselves
4. If, for any reason, the child is unable to clean or change themselves, parents will be contacted by the school
5. If staff must clean /change the child in the case of ‘wetting accidents’ , two members of staff, familiar to the child will attend to him/her
6. A record of the incident, as outlined in E (above) should be kept
7. It is good practice to only provide help that is required by the pupil. 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 pupils in the class when assisting a pupil with toileting
8. The personnel involved in intimate care needs of pupils are usually SNAs, but teachers may be involved
9. No substitute SNA should be involved in the toileting of a pupil unless sanctioned by the principal or the SENO

All toileting ‘accidents’ involving pupils with no Care Plan must follow the procedures outlined above in \*Toileting ‘Accidents’

**Parent Responsibilities**

Parents/Guardians need to identify any toileting needs in their application/enrolment form. 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
* Creams
* 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 SNAs and the pupil’s parents/guardians. The Care Plan should include;

* Specific Care Need
* Number of staff required to meet the needs of the pupil
* Identification of the staff members involved
* Additional equipment required
* Childs preferred means of communication to include agreed terminology for body parts and bodily functions
* Childs level of ability
* Cultural and/or religious sensitivities
* Signature of class teacher
* Signature of Principal
* Signature of parent(s)/guardian(s)
* Date of Care Plan

**Elements of Good Practice for Staff**

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

* In the case that a pupil has an Intimate Care Plan ensure you are completely familiar with the plan
* Address the pupil by name and ensure he/she is aware of the focus of the activity.
* Verbalise your actions to the pupil in a reassuring way to prepare them for each procedure.
* Use visual cues for pupils with limited communication, e.g. pointing at a wipe or picture board.
* Use appropriate and professional language. Specific language may be detailed in a care plan.
* In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
* 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 pupil the maximum level of privacy.
* The pupil’s independence will be encouraged.

**Staff Roles and Responsibilities**

Teachers, SNAs and the Principal assume shared responsibility, participate in, and contribute to the implementation of an effective and equitable ‘Intimate Care and Toileting Policy’.

**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/guardians.

**Implementation**

This policy is effective immediately

**Ratification of Intimate Care and Toileting Policy**

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

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

Chairperson of Board of Management Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_