

Intimate Care and Toileting Policy

Procedures for changing children

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.

The teacher/SNA will provide the child with a change of underwear, which the child uses to change his/herself. If necessary, we will provide a complete change of clothes. The teacher/SNA will assist the child with dressing only if absolutely necessary. If the child has soiled him/herself the parents will be contacted in order to take their child home. In the event that a parent cannot be contacted the teacher/SNA will do all that is necessary to make the child comfortable. Two members of staff will be present when dealing with intimate care needs.

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. A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school.

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
 - 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 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
 - 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 where necessary.
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Implementation Data:

This policy is effective from April 2018

Signed: _____
(Chairperson of Board of Management)

Signed: _____
(Principal)

Date: _____

Date: _____

Date of next review: _____