



Intimate Care and Toileting Policy

Intimate care is defined as care associated with bodily functions and personal hygiene which demand direct or indirect contact with or exposure of the sexual parts of the body.

Examples of intimate care are as follows:

- Dressing and undressing (underwear and clothing)
- Helping someone to use the toilet
- Changing soiled continence pads
- Washing intimate parts of the body
- Menstrual care
- Catheter or stoma care

Principles for providing intimate care to school pupils:

St. Peter's National School takes on board the following principles in formulating the intimate care and toileting policy:

- St. Peter's National School recognises that pupils who require intimate care are vulnerable to abuse.
- Pupils have the right to feel safe and secure.
- Pupils have the right to personal privacy.
- Pupils have the right to be treated with dignity and respect.
- Pupils have the right to express their views on their intimate care and to have such views considered.
- St. Peter's National School recognises the risk associated with the provision of intimate care which may leave school staff open to accusations of abuse.
- St. Peter's National School shall provide a safe and secure working environment for the staff involved in the delivery of intimate care.

Children with Specific Toileting/Intimate Care Needs:

Prior to enrolment in St. Peter's NS:

- Any pupil who requires special assistance with toileting or other intimate care needs is required to bring this information to the attention of St. Peter's National School prior to their enrolment in the primary school.
- This notification will allow St. Peter's National School to apply to the Department of Education (SENO) for special needs assistant (SNA) support.



- A meeting will be convened before the pupil starts school to discuss and draw up an individual intimate care and toileting plan for the pupil.
- Parents / Guardians, School Principal, Class Teacher, SEN co-ordinator, SNA, and if appropriate, the pupil, will attend this meeting.
- The purpose of this meeting is to ascertain the specific care and toileting needs of the child and to determine how the school can best deliver those needs.
- As a result of this meeting the school staff to be involved in providing the intimate care and toileting will be identified.
- A written copy of the pupil's intimate care and toileting plan will be stored in the pupil's file. A copy of the care plan will be forwarded to the parents / guardian of the pupil and updated when the need arises.
- All teachers and SNA's will have access to the intimate care and toileting policy.

Implementation of the intimate care and toileting plan:

- The care will be provided by an SNA who is assigned to the pupil.
- It is good practice to have a second staff member in the vicinity/room when the assigned SNA is attending to a child's intimate care needs. This second staff member may be readily available for support if necessary, depending on the need involved.
- The assigned SNA should notify another staff member that they are assisting a child to a toilet area. (School or public toilets.)
- If the SNA who is assigned to carry out the intimate care is absent the intimate care and toileting will be provided by another SNA in the school.
- Substitute SNA's will not generally be involved in intimate care and toileting.
- Any change of the assigned SNA will be discussed with the pupil, if appropriate.
- Parents/guardians are required to notify St. Peter's National School if any update to the intimate care and toileting plan is required for the pupil. This update will be noted in writing in the pupil's file.
- As far as possible the pupil will be involved in identification of his/her personal requirements.
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
- Parents / Guardians will supply the necessary supplies needed for the implementation of the intimate care and toileting plan.



Toileting Accidents:

- This section applies to pupils who do not have intimate care and toileting needs but who may have a toileting accident during school hours.
- Parents / guardians will be notified if a pupil has a wetting accident via the homework diary /Aladdin Connect or by phone.
- St. Peter's National School endeavours to keep a supply of clean underwear which are stored in the junior & senior infants' classrooms and track-suit bottoms for use in the event of a toileting accident.
- The pupil will be offered fresh clothing and underwear to change into and the wet clothes will be put in a bag and sent home.
- Parents/guardians are requested to return the laundered tracksuit bottom to the school a.s.a.p.
- For hygiene reasons St. Peter's National School does not accept the return of laundered underwear.
- If, for any reason, the child is unable to change and dress themselves in the junior classes then assistance will be provided by school staff.
- This dressing assistance provided by school staff will comply with the CHILD SAFEGUARDING STATEMENT of St. Peter's National School.
- In the event of a soiling accident the school will contact the parents/guardians to inform them of the toileting accident and to allow the parents/guardians to make appropriate arrangements.
- The toileting accident will be recorded in the incident report template.
- All staff members will have access to this toileting accident policy.

Catheterisation:

- Pupils who require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/guardians and documented in their care plan and/or IEP.
- Staff members will be trained in catheterisation which need to be undertaken in the delivery of intimate care for an individual student. Further professional and certified training will be provided as the needs arise.
- Only trained members of staff will conduct catheterisation. No substitute SNA/teacher will perform such duty.
- A written record should be kept every time a child requires support with catheter usage.



Swimming:

Annually, mainstream and special classes may participate in a block of swimming. In the changing rooms, pupils are in a state of whole or partial undress, therefore falls under the category of intimate care needs.

The following procedures are implemented for swimming:

- For a child with intimate care needs, the child's intimate care plan is followed for swimming lessons.

For all other children

- The child is encouraged to independently change and dress themselves.
- The SNA/teacher will hand the child his/her clothes and/or underwear as necessary.
- The child will use said clothes to change him or herself.
- The SNA/teacher will assist the child with dressing only if absolutely necessary.
- If assistance is necessary, staff member will report to parents/guardians. An intimate care plan for swimming is drafted and/or parents/guardians are encouraged to attend swimming if child requires one to one assistance.
- All parents/guardians who attend swimming lessons are garda vetted.
- All parents/guardians who attend swimming lessons are only allowed to assist their own child.

Implementation:

This policy is effective from 7th December 2023.

Review Timetable:

This policy will be reviewed in the 2024 - 2025 school year or earlier if needed.

Signed by Chairperson of Board of Management.

A handwritten signature in black ink, appearing to read 'Jan O'Brien', is written over a horizontal line.