



## 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, 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 SNAs will not generally be involved in intimate care)
- Two members of staff will be present when dealing with intimate care needs
- Any changes in relation to the child's needs will be discussed with parent/guardian and pupil (if appropriate) 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 pupil's 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

### Toileting Accidents:

- A supply of clean underwear, wipes, tracksuit 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 agreed with 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 will be kept

### Signed:

*Colm Ó Tuathaláin*

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*Pól Mac Daibhéid*

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