



St. Louis National School - Rathkenny

School Road, Rathkenny, Navan, Co Meath. C15 PH60

E-mail: rathkennyschool@gmail.com

Phone: 085 164 9836 / 046 90 54417

Registered Charity No.: 20131036 School Roll No. 15483H

School Website: www.rathkennyschool.ie

Principal Laura Conaty

Deputy Principal Julie McMahon

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, 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 in 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 any/all physical contact between staff and pupil:

- Should be aimed at meeting the needs of pupils
- 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 by regular school employees, unless in an exceptional case and no regular school employee is available, as can be the case on occasion in a school such as St Louis NS with very small pupil and staff numbers.

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 that ensures pupils and staff feel safe.





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Toileting "Accidents"

As teachers, we act "in loco parentis" and can deal with most toileting accidents without assistance.

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 a toileting accident occurs. Therefore a teacher can ask the pupil to go to the toilet, with their spare clothes (if they have been provided) and change themselves. As the toilets in the junior room are outside the classroom, the child will be going to the toilet to change independently and the teacher will remain with the class in the room.

The teacher will provide the pupil with a change of underwear and clothes if this change of underwear and clothes has been previously provided by the child's parents and is in the child's schoolbag. The pupil will use this spare to independently change his/herself.

If necessary and if it has been provided by the parents, the school will provide a complete change of clothes

The teacher/SNA will assist with pupil with dressing only if an intimate care plan is available and signed by the parents. If a pupil cannot dress themselves independently and there is no care plan in place, then their parents must be called to take them home/to come to the school and dress their child.

If the pupil has soiled him/herself, has no spare clothes and/or cannot change themselves independently, the parents will be contacted in order to take the pupil home.

If the pupil can change independently, the wet/soiled clothes will be put in a plastic bag (by the child) and parents will be informed of what has happened when they collect their child at the end of the school day.

A record of such incidents will be kept in a Toileting Incident Record (appendix two)

Changes of clothes and underwear are kept in the pupil's schoolbag if deemed necessary by the parents. Parents should inform teachers of this.

Toileting of pupils with Special Educational Needs

It is school policy that:

- The personnel involved in intimate care needs of pupils are SNAs





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- There should be a minimum of two staff members present (SNA plus class teacher/special education teacher/secretary) with due regard for supervision of the main class during the time.
- If we don't have two staff members able to be present as it would compromise class supervision too severely then parents will be called to assist their child
- Substitute SNAs are not generally involved in intimate care but sometimes this is unavoidable
- A Record will be recorded for each toileting event (appendix 2) and stored in the child's file

Procedure

1. If a child with a care plan has a toileting accident, two staff members will accompany the child to the designated universal access toilet.
2. The child will be given their wipes and spare clothes and asked to change their clothes, clean themselves with wipes and then when they are finished, wash their hands while the two staff members wait outside the door
3. If the pupil needs assistance in this process, the two staff members will be present in the toilet while the assistance is given
4. If the toileting accident is severe and requires the child to be showered, parents will be called to collect their child in this situation
5. SNA will complete the toileting incident report form
6. Parents will be told at home time

Parent Responsibilities

- Parents/Guardians need to identify any toileting needs in their application form. They should supply the school with the resources 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





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- Sanitary pads 3 Sanitary Towels

There is an adequate supply of sanitary bins in appropriate classroom toilets. This will be kept under review and updated by school management as necessary. Spare towels will be kept in classrooms as necessary.

Parents need to be contactable during the school day.

Whole School Approach

Mainstream classes: Senior classes will be taught about menstrual periods and personal hygiene as part of the RSE programme. They will also be informed about where they can get a sanitary towel if they need it.

Pupils with Special Needs: Measures will be taken on a case by case basis, according to the level of support needed by individual pupils.

Strategies may include:

- RSE lessons
- Social stories
- Visual step by step charts
- A private and discreet space for training will be provided. Teachers will liaise with home re. progress and practice and support at home.
- Discreet verbal support/prompting from outside toilet door.

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 SNA and the pupil's parents/guardians.

The Care Plan may include:

- Specific care need
- Number of staff required to meet the needs of the pupil
- Identification of the staff members involved





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- Additional equipment required
- Pupil's preferred means of communication to include agreed terminology for body parts and bodily functions.
- Pupil's level of ability
- Cultural and/or religious sensitivities
- Signature of Class Teacher
- Signature of Principal
- 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, relevant staff must be completely familiar with the plan.
- Ensure the child is happy with who is changing him/ her
- Be responsive to any distress shown
- Staff will address the pupil by name and ensure he/she is aware of the focus of the activity.
- Staff will verbalise their actions to the pupil in a reassuring way to prepare them for each procedure.
- For pupils with limited communication, staff will use visual supports e.g. pointing at a wipe or picture board.
- Appropriate and professional language will be used. Specific language may be detailed in a care plan.
- In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
- Dignity and privacy of the pupil will be respected at all times.
- Staff will have all equipment and materials to hand before commencing.





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- Staff will use discreet observation to check if a nappy/pad needs changing.
- Staff will use protective gloves provided.
- All precautions will be taken when disposing of soiled material in the bin provided.
- Intimate care procedures will be carried out in a manner which treats the pupils in a dignified and respectful way and allows the pupil the maximum level of privacy.
- The pupil's independence will be encouraged.

Communication with children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and level of stress children may communicate using different methods- words, signs, symbols, body movements, eye pointing etc. To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect

Staff Roles and Responsibilities

Staff and school management assume shared responsibility, participate in and contribute to the implementation of an effective and equitable Intimate Care and Toileting Policy. All members of staff working with children must undertake the full Garda Vetting Procedure. This includes students on work placement. Only those members of staff who are familiar with the Intimate Care and Toileting Policy are involved with the intimate care of children. Where anticipated, intimate care arrangements are agreed between the school and parents and, when appropriate and possible, by the child. Consent forms are signed by the parent and stored in the child's file.

Success Criteria

The school evaluates the success of the policy through:

1. Participation of all staff in the policy





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2. Safe and effective care of all pupils in our school

3. Feedback from all staff

4. Feedback from relevant parents/guardians

Ratification and Implementation

This policy was ratified by the Board of Management on 19.06.2024

Review

It will be reviewed every three years, with next review due in 2027.

Signed:





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Appendix One

Intimate Care Plan and Consent Form

Private & Confidential (relevant staff only)

Name of Pupil: _____ Date of Birth: _____

Period of Care Plan: _____ Class Teacher: _____

Name of Specific intimate Care Need Staff Members involved in intimate Care Need

Equipment/Materials Required by school _____

Equipment/Materials to be provided by parents

Further information provided by parents/guardians in relation to the intimate care need

– Language, Tips, etc

Review Date: _____

Please complete consent form overleaf





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Toileting and Intimate Care Consent Form

Should it be necessary, I / we give permission for _____ to receive intimate care (e.g. help with changing or toileting, cleaning) by staff of St Louis NS.

I / we understand that staff will endeavour to encourage our child to be independent and that the ultimate aim is to enable our child to be more independent.

I / we understand that there will be two staff present at all times.

I / we understand that in an emergency situation where two staff members are not available at the time due to the impact it would have on class supervision, I / we as parents will be contacted to assist.

I / we understand that substitute SNAs are not generally involved in intimate care but sometimes this will be unavoidable

I / we have read and understand the Intimate Care and Toileting Policy

Signature of Parent (1) _____ Date: _____

Signature of Parent (2) _____ Date: _____

Signature of Teacher _____ Date: _____

Signature of SNA: _____ Date: _____

Signature of Principal: _____ Date: _____





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Appendix Two

Toileting Report Form

Private & Confidential (relevant staff only)

Toileting Report Form Pupil: _____

Date: _____

Time: _____

Staff members attending: _____

Nature of Toilet Incident: _____

Detail of treatment as a result of Incident:

How can we strive to ensure that this incident does not occur in the future, if applicable.

Signature of Teacher & SNA _____

Date: _____

PLEASE STORE THIS FORM IN THE CHILD'S FILE

