



St Francis National School

Rock Road, Blackrock, County Louth, A91 NHOV
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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
- Any change of personnel will be discussed with the pupil, if appropriate
- 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 and 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 where possible
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs
- Staff will wear protective gloves

Toileting Incidents

- At the junior infant induction meetings, the school procedures will be outlined to parents. They will be asked to submit in writing any specific wishes regarding toileting accidents.
- A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school. Stock to be replenished regularly.

- 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 by parents will be followed
- If staff must clean /change the child, two members of staff, familiar to the child, if possible, will attend to him/her
- Parents will be notified of any incident

Procedures

The following procedures will be followed with sensitivity, taking into account the willingness and cooperation of the child involved

In the event that a child is able to clean and change themselves:

1. Ensure the child is safe.
2. Provide child with clean clothing, wipes etc to change themselves if possible; staff member giving verbal prompts from the door.
3. Inform parents.

In the event that a child is too soiled to remain in their clothes or cannot change themselves:

1. Ensure the child is safe.
2. Assistance - Send other pupils to ask for assistance from another staff member or use staff email/chat to ask for assistance
3. The school secretary will phone parent/guardian to inform them of the incident (wet, soil or vomit), and request that they come into school to change the child. Child will wait in the toilet area.

In the event that a parent/guardian is unavailable:

1. Ensure the child is safe.
2. A child who is unable to clean/change themselves - with the door open, and another staff member as witness, a staff member will clean and change the child so that they are comfortable. (Staff involved must wear protective gloves)
3. Cover the area with newspapers if necessary (soiling, vomiting etc)
4. Clean up if possible
5. Inform parents

This intimate care and toileting policy has been completed by the staff of St. Francis NS and ratified by the Board of Management in October 2021. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Responsibility for Review:

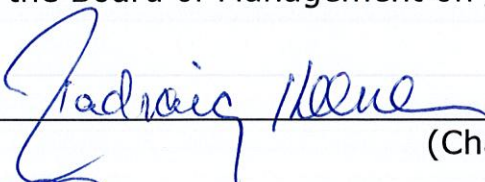
All members of staff, Parents Association, BoM.

Timeframe for Review:

This policy will be reviewed every year

Intimate Care and Toileting Policy

Ratified by the Board of Management on 27/9/2022 (Date)

Signed:  (Chairperson, Board of Management)

Signed:  (Principal/Secretary to the Board of Management)

Responsible for the...

in the name of the...

Responsible for the...

in the name of the...

Institute Care and Retention Policy

Responsible for the...

2/1/2012

(Responsible for the Board of Management)

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(Responsible for the Board of Management)