

St Canice's Co-Ed Primary School

Granges Road, Kilkenny.



Intimate Care Policy

INTRODUCTION

Intimate care is any caring procedure which involves attending to a student when he/she is undressed or partially dressed; helping a student with washing (including intimate parts); helping a student to use the toilet; changing nappies or carrying out a procedure that requires direct or indirect contact with an intimate area of a student; or any procedure carried out while the student is in a state of whole or partial undress.

The supervision of students while they are dressing and undressing will also be considered as intimate care.

The following procedure will apply in cases of

- Wetting Incident
- Soiling Incident
- Vomiting on clothes
- Ongoing toileting or care needs as outlined in a student's individual intimate care plan and referred to in child's Personal Pupil Plan (P.P.P.)
- Water/wet play incident or incident whereby child requires a change of clothes

This policy and related procedures have been developed bearing in mind that all physical contact between staff and students:

- Should be aimed at meeting the needs of students
- Should respect the privacy and dignity of each student
- Should be consistent with professional integrity of staff members

RELATIONSHIP TO THE SCHOOL ETHOS

All students 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 safeguard the rights and promote the welfare of children
- To ensure that the dignity and privacy of the student involved is maintained at all times
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner

RESPONDING TO INCIDENTS (I.E. WETTING, SOILING, VOMITING)

As a staff we act 'in loco parentis' and therefore can deal with a toileting or vomiting incident in school. It is best practice to only provide help that is required by the student. The staff member should encourage the student to do as much for themselves as possible.

Parents of pupils with intimate care needs, have been asked to provide a spare changes of clothes and underwear, which will be kept in the school. All staff, supporting a child with intimate care needs, are required to wear protective gloves when assisting /changing that child. In the event of an accident, the following procedures will be followed:

Wetting incident:

- The S.N.A./teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary.
- The S.N.A./teacher / designated personnel will assist the child with dressing only if absolutely necessary.
- Where an S.N.A./teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Parents/guardians will be informed and the call home will be logged by the secretary.
- Wet clothes are sent home in a plastic bag.
- Parents/guardians will be asked to return "spare" clothes after washing.

Soiling incident

- If the child soils him/herself, his/her parents/guardians will be contacted and asked to collect their child.
- In the event that a parent cannot be contacted, the S.N.A./teacher/designated personnel will do what is possible to make the child comfortable.
- The S.N.A./teacher/designated personnel will provide the child with wipes.
- The S.N.A./teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary.
- The S.N.A./teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- Where an S.N.A./teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Parents/guardians will be informed and the call home will be logged by the secretary.
- Soiled clothes will be sent home in a plastic bag.
- Parents/guardians will be asked to return "spare" clothes after washing.
- After an incident of diarrhoea, the child will be advised to stay at home until they are symptom free for at least 48 hours.

Vomiting incident:

- If a child vomits on him/herself, parents/guardians will be contacted and asked to collect their child.
- In the event that a parent cannot be contacted, an S.N.A. /teacher/designated personnel will do what they can to make the child comfortable.

- The S.N.A./teacher/designated personnel will provide the child with a change of clothes as necessary.
- The S.N.A./teacher/designated personnel will assist the child with dressing only when absolutely necessary.
- Where an S.N.A./teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Parents/guardians will be informed and the call home will be logged by the secretary.
- Soiled clothes will be sent home in a plastic bag.
- Parents/guardians will be asked to return “spare” clothes after washing.
- After an incident of vomiting, the child will be advised to stay at home until they are symptom free for at least 48 hours.

STUDENTS WITH SPECIFIC TOILETING OR INTIMATE CARE NEEDS

It may be the case that a pupil has ongoing toileting and intimate care needs. In such situations the following guidelines and procedures must be followed:

THE ROLES AND RESPONSIBILITIES OF PARENTS/GUARDIANS

- Parents/Guardians should identify any toileting or intimate care needs in their application form
- Parents/guardians will be required to attend a meeting with the principal and S.E.N. Coordinator/ class teacher /SET to discuss the specific care needs of their child and how best the school can meet the child’s specific needs.
- Where possible, parents/guardians should provide the school with professional reports (O.T., nurse, Early Intervention Team. Enable Ireland etc) and/or relevant contact details. Professional report should recommend toileting strategies and support school staff in supporting intimate care needs of the child. Professional reports may also indicate the need for specialised equipment, to ensure the dignity of the child at all times.
- An Intimate Care Plan will be developed based on parental and professional information. An application for S.N.A. access and equipment (where necessary), will be completed.
- Parents/guardians will supply the school with the resources required to carry out the toileting or other care needs, which may include, but not be limited to;
 - Nappies
 - Wipes
 - Nappy Sacks
 - Spare underwear
 - Spare Clothes
 - Specialised dressings, creams etc. necessary under the child’s plan
- A permission form will be signed by the child’s parent/guardian

ROLE OF THE SCHOOL: INTIMATE CARE OR TOILETING PLAN

- In the event that a specific toileting need has been identified for a student, an Intimate Care/Toileting Plan will be developed in partnership with the student's class teacher, S.E.N. Coordinator, support teacher, designated S.N.A.s, parents/guardians and relevant support services.
- If a child is not toilet trained, and wears nappies/pull ups to school, toileting will be scheduled twice during the school day. If a child soils himself/herself, child will be changed as soon as possible.
- A written copy of the agreement will be kept in the student's file and Parents/guardians will be notified of any changes from agreed procedures.

The Care Plan must include;

- Details of specific care need
- Identification of the staff members involved in this care, including provisions for when a staff member may be absent. (Substitute S.N.A.'s will not generally be involved in intimate care unless sanctioned by the Principal or S.E.N. Coordinator).
- Details of additional equipment required and procedures for using same
- Child's preferred means of communication to include agreed terminology for body parts and bodily functions.
- Child's current level of ability
- Cultural and/or religious sensitivities
- Signature of Class Teacher
- Signature of Principal or S.E.N. Coordinator
- Date of Care Plan implementation and review

Refer to **Appendix A** for Intimate Care Plan template.

Implementation of an Intimate Care Plan should be tracked and evaluated on an ongoing basis in order to continually monitor a student's progress and promote the development of independence.

A recording template will be drawn up by the S.N.A., S.E.N. Co-ordinator and class teacher. See **Appendix B** for a sample recording template

TOILET TRAINING OF CHILDREN WITH TOILETING OR INTIMATE CARE NEEDS

Parents/guardians are encouraged to toilet train their child, at an appropriate time for their child. The school supports the recommendations of professionals and parental wishes in relation to toilet training.

When parents/guardians decide it is an appropriate time to toilet train their child, they are asked to speak with staff. A review of the child's intimate care and

toileting plan will be needed and adjusted if necessary.

Both parents/guardians and staff should implement the same strategies when the child is being toilet trained. Regular communication should occur between parents/guardians and staff when a child's toilet training is in progress.

GOOD PRACTICE GUIDELINES

While it is not possible to prescribe guidelines that will apply in all Intimate Care and toileting situations, it is important that the following elements of good practice are adhered to:

- Where a student has an Intimate Care Plan, teachers and S.N.A.s should ensure that they are completely familiar with the plan.
- There should be a minimum of two staff members present at all times.
- The student should be addressed by name and made aware of the focus of the activity.
- The student should be spoken to in a reassuring way and talked through the procedure.
- Visual cues should be used for students with limited communication, e.g. pointing at a wipe or picture board.
- Appropriate and professional language should be used. Specific language may be detailed in the pupil's care plan.
- In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
- The dignity and privacy of the student should be respected and maintained at all times.
- All equipment and materials should be to hand before commencing.
- Discreet observation should be employed if checking to see if a nappy needs changing.
- Protective gloves and any other P.P.E. deemed necessary (as prescribed in the student's care plan) will be provided.
- All possible precautions should be employed when disposing of soiled material in the bin provided.
- Intimate care procedures should be carried out in a manner which treats the student in a dignified and respectful way and allows the student the maximum level of privacy.
- The student's independence will be encouraged.

WATER/WET PLAY INCIDENT OR INCIDENT WHEREBY CHILD REQUIRES A CHANGE OF CLOTHES

If an incident occurs during the school day whereby a child gets wet through playing with water or any other means, and a change of clothes is deemed necessary, the following procedures are followed.

- If a child has intimate care needs, the child's intimate care plan is implemented.

For all other children:

- The S.N.A./teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary.
- The child will use said clothes to change him or herself.
- The S.N.A./teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- If a S.N.A./teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Parents/guardians will be informed and the call home will be logged by the secretary.
- Wet clothes are sent home in a plastic bag.
- Parents/guardians are asked to return "spare" clothes after washing.

REPORTING

Should any of the following arise, during the intimate care of a student, a report to the D.L.P. or Deputy D.L.P. in his/her absence, must be made.

- A staff member accidentally hurts/injures the student
- The staff member observes something which raises child protection concerns
- The student seems to misinterpret what is said or done
- The student has a very emotional reaction without apparent cause

SUCCESS CRITERIA

The school evaluates the success of the policy through;

- Participation of all staff in the policy
- Safe and effective care of all students in our school
- Feedback from all staff and relevant parents/guardians

RATIFICATION, REVIEW AND COMMUNICATION

This policy was ratified by the Chairperson of the Board of Management on 16th June 2022 and subsequently communicated to parents and staff via Aladdin.

This policy will be reviewed in June 2025 and amended as necessary by means of a whole school collaborative process. It will be reviewed before that date if warranted.

Signed: James Murphy
Chairperson, Board of Management

Date: 16.6.2022.

Signed: Maria Gmez
Principal

Date: 16/6/2022.

Appendix A

INTIMATE CARE / TOILETING PLAN

Child's Name	
Date of Birth	
Child's Class	
Relevant Staff	

Specific Care Needs	
Nature of Care Needs	
Child's Current Level of Ability	
Timeline & skills which need to be taught:	Timeline & procedures for teaching new skills
Procedures for Care	
Times and frequency each day when care is required	
Staff to be involved in this care	
Provisions for when named staff members are absent	
Equipment required for this care	
Procedures for using this equipment	

Additional materials / resources needed	
Procedures for storing and disposing of materials. Please note parents/guardians are responsible for providing the school with necessary materials	
Language to be used when providing this care:	Naming body parts: Vulva – Penis – Bottom – Naming bodily functions: Urination – Bowel movement –
Cultural / religious sensitivities	

(if any)			
Date of Intimate care meeting:		Date intimate care plan finalised	
Review Date:			

Individuals involved in this plan	Name - printed	Signature
Parent / guardian 1		
Parent / guardian 2		
Class Teacher		
S.N.A. 1		
S.N.A. 2		
SET		

Other Relevant Personnel		
Principal		
Therapists		

Appendix B

INDIVIDUAL RECORD

Child's name: _____

Levels of support:

Full physical assistance (FPA)

Full physical prompt (hand-over-hand) FPP

Partial physical prompt (e.g. hand to elbow) PPP

Visual prompt (e.g. point to picture) – Vis. P

Verbal prompt – Ver. P

Independent – I

Date	Time	Undress	Wipe after Urination	Wipe after bowel	Re-dress	Wash & dry hands	Flush	Staff initials

Appendix C

Permission form for Intimate Care Provision

Should your child have a toileting accident (soil or wet themselves) or a vomiting accident in school and require changing we are willing, with your permission to clean and change your child as required.

We will follow the procedures outlined in our "Intimate Care Policy".

This role will always be undertaken by a member of staff (teacher or S.N.A. or other named designated personnel) and you will be informed that an incident has taken place.

In such an event please indicate below how you would like us to proceed.

- In the event of my child having an accident in school and needing to be cleaned and changed, I give permission for a member of staff (teacher or S.N.A. or named designated personnel) to clean and change him / her.

Child's name _____

Name or Role of Staff Member: _____

Signed _____ (Parent/Guardian)

OR

- In the event of my child having a toileting accident (soil or wet themselves) or a vomiting accident and needing to be cleaned, I would like to be contacted so that I can proceed to school.

I accept that if you are unable to contact myself or someone on the emergency contact list you will proceed to clean and change him / her as based on the procedures outlined in the "Intimate Care Policy"

Child's name _____

Signed _____ (Parent/Guardian)