**Procedures Around Intimate Care and Toileting.**

**Scoil Cholmcille Junior,**

**Ballybrack**

**Roll No: 19641T**

**Introduction**

The procedures give direction to staff who are involved with the provision of Intimate Care in Scoil Cholmcille Junior. They also inform parents as to how staff deal with intimate care and toileting issues. Intimate care is a key area of a person’s self image and respect. As such it is vital that it is practised in a sensitive manner. It is essential that the needs and rights of students and staff are protected and that the highest standards of best practise are ensured at all times in the area of intimate care. The level of assistance required will reflect the needs of each individual student at any given time.

**Aims**

* To give direction to staff with regard to supporting students in their intimate care needs in a way which promotes the dignity and privacy of the student while also protecting the integrity of the staff member.
* To promote best practise throughout the school within the framework of the current policy.

**Definition of Intimate Care**

Intimate care refers to all aspects of support to a student, whether by direct or indirect contact, which are associated with bodily functions, body products and personal hygiene involving intimate parts of the body. Intimate care includes: dressing and undressing (underwear), support with using the toilet changing of pads/incontinence pads, washing/cleaning intimate body parts

Direct contact involves physical contact between the student and the staff member. It may involve touching of both intimate and non intimate body parts.

Indirect contact involves the supervision, observation and prompting of the student to complete personal and intimate care tasks.

**Toileting Accidents**

At the September meeting for Junior Infants, the school procedures will be outlined to parents. A supply of clean underwear, wipes, track-suit bottoms etc is kept in the school. A note will be given to parents/guardians to notify them of a toileting accident and asking for the change of clothes to be washed and returned to the school as soon as possible.

One half of the note will be given to the parents and the other half to be kept as a record by the teacher.

In the first instance, the pupil will be offered fresh clothing to clean and change themselves

If staff must clean /change the child, two members of staff, familiar to the child will attend to him/her

**Children with Specific Toileting/Intimate Care Needs**

At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs. In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened at the beginning of the school year. 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 at this meeting. Personnel involved in this care will be identified and provision for occasions when staffs are absent will be outlined (e.g. Substitute SNA’s will not generally be involved in intimate care.) Any change of personnel will be discussed with the pupil, if appropriate

Two members of staff will be present when dealing with intimate care needs. If intimate care is needed daily or very frequently agreement will be sought from the parent/guardian for one to one care. A written copy of the agreement will be kept on the pupils file. Any changes will be discussed with parent/guardian and pupil and noted in the pupil’s file. Parents will be notified of any changes from agreed procedures

As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc. A notebook will be kept by relevant SNA staff to record any intimate care incidents.

**Monitoring, Evaluation and Review**

These procedures will be reviewed regularly in the light of experience. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of the procedures may request a review at any time and such a request will be dealt with as quickly as possible

**Drafted June 2018**

**Ratified 24th September 2018**

**Toileting Accident Notification for Parent/Guardian**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note that your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**had a toileting accident in school today. Please wash and return the spare clothes given to your child as soon as possible. This will enable the school to maintain a constant supply of spare clothes. Your co-operation is much appreciated.**

**Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**--------------------------------------------**

**Toileting Accident Record**

**(To be retained )**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**