

Carriglea National School

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 SNA's may not generally be involved in intimate care if other personnel involved in their care needs are available. 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 deemed necessary.
- 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, wishes, 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
- 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:

- If a parent has particular wishes about toileting accidents these need to be put in writing and submitted to the principal
- A supply of clean underwear, wipes, track-suit bottoms etc provided by parents will be kept in the infant room if deemed necessary
- 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 outlined to parents will be followed every effort will be made to contact parents prior to staff changing a child
- 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 and may be asked to come and collect their staff if staff deem it necessary.
- A record of the incident should be kept