



*Nurturing excellence in education*

## **St Joseph's N.S.**

### **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 admissions 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 and recorded in the SNA's **Personal Pupil Plan**.
- Personnel involved in this care will be identified
- Provision for occasions when staff is absent is carried out by permanent members of SNA team. (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
- All intimate care takes place in the designated and well equipped toilet in the Halla. No other children or staff are allowed access to this toilet.
- Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil's PPP 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 PPP 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:**

- At the junior infant induction meetings, the school procedures are outlined to parents, and they are asked to submit in writing specific wishes regarding toileting accidents
- A supply of clean underwear, wipes, track-suit bottoms etc. are kept in the school

- All pupils at any class level will, where possible, 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 by parents will be followed
- 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
- A record of the incident is kept

This policy was ratified by the BOM and will be reviewed in March 2019

**The Board of Management of St Joseph's N.S. reserves the right, in consultation with the education partners to review and modify the Intimate Care Policy as necessary.**

**This policy was reviewed by the Board of Management on 5th March 2019.**

**This policy was reviewed by the Board of Management on 7<sup>th</sup> February 2023**

**This policy was reviewed by the Board of Management on 13<sup>th</sup> February 2024**

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John Farrell  
Chairperson, B.O.M

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

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Dr Rosalyn Morris  
Principal

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