



**Scoil Náisiúnta
Oideachas le Chéile
Baile Átha Cliath 7**

**Dublin 7 Educate Together
National School**

Intimate Care Policy

Dublin 7 Educate Together NS

Intimate Care Policy

August 2024

Introduction

Intimate care is any caring procedure which involves attending to a student when they are 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
- Administration of medicine - EpiPen
- Ongoing toileting or care needs as outlined in a student's individual intimate care plan and referred to in child's Individual Educational Plan
- 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 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 can deal with a toileting or vomiting accident 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. Any help provided by staff will be done with the consent of the child. Consent may be sought in the form of asking questions and talking through, at an appropriate level for the individual. For example "Can you take off your?" "Would you like help with ..." "I'm going to wipe/put cream on/take off x now, ok?"

Parents have been asked to provide a spare change of clothes and underwear which will be kept in the the child's bag. Staff may wear protective gloves when assisting changing a child. A teacher must always be cognisant of his/her duty of care regarding effective supervision of all the students in the class when assisting a student with toileting. In the event of an accident, the following procedures are to be followed:

Wetting incident

- The SNA/teacher/ principal will provide the child with a change of clothes and/or underwear as necessary.
- The child will use said clothes to change themselves.
- The SNA/teacher / principal will assist the child with dressing only if absolutely necessary.
- If an SNA/teacher/ principal is required to go into the toilet cubicle, it is best practice that a second adult is within sight, when practically possible.
- Parents/guardians are informed.
- Wet clothes are sent home in a plastic bag.
- Parents/guardians are asked to return "spare" clothes after washing.
- Parents/guardians will be informed of this procedure in the Junior Infants induction meeting prior to their child starting school.

Soiling incident

- If the child (not on an approved toileting plan) soils themselves, Parents/guardians are contacted and asked to come to the school. If a safe space is available, parent/guardian may choose to change child and then have child return to class.
- In the event that a parent cannot be contacted, the SNA/teacher/ principal will do what is possible to make the child comfortable.
- The SNA/teacher/ principal will provide the child with wipes.

- The SNA/teacher/ principal will provide the child with a change of clothes and/or underwear as necessary.
- The child will use said clothes to change themselves.
- The SNA/teacher/ principal will assist the child with dressing only if absolutely necessary.
- If An SNA/teacher/ principal is required to go into the toilet cubicle, it is best practice that a second adult is within sight, when practically possible.
- Parents/guardians are informed of details of incident upon arrival at school.
- Soiled clothes are sent home in a plastic bag.
- Parents/guardians are asked to return “spare” clothes after washing.
- After an incident of diarrhoea, the child is advised to stay at home until they are symptom free for at least 48 hours.

Vomiting incident:

- If the child vomits on themselves, parents/guardians are contacted and asked to collect their child. In the event that a parent cannot be contacted, the SNA/teacher/ principal will do what is possible to make the child comfortable.
- The SNA/teacher/ principal will provide the child with wipes.
- The SNA/teacher/ principal will provide the child with a change of clothes as necessary.
- The child will use said clothes to change themselves.
- The SNA/teacher/ principal will assist the child with dressing only if absolutely necessary.
- If an SNA/ teacher/ principal is required to go into the toilet cubicle, it is best practice that a second adult is within sight, when practically possible.
- Parents/guardians are informed of details of incident upon collection
- Soiled clothes are sent home in a plastic bag.
- Parents/guardians are asked to return “spare” clothes after washing.
- After an incident of vomiting, the child is advised to stay at home until they are symptom free for at least 48 hours.

Students with Specific Intimate Care Needs

It may be the case that a pupil will have an ongoing need for assistance with toileting/intimate care.

In all such situations the following guidelines and procedures must be followed:

Role 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 / SNA/ class teacher/Support Teacher to discuss the specific care needs of their child and how the school will meet them.
- 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 report 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 and an application for SNA access and if necessary equipment will be completed.
- Parents/Guardians 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
 - Creams (if necessary, outlined by medical prescription, and as detailed in Intimate Care Plan)

Role of the School

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, support teacher, designated SNAs, Parents/Guardians and relevant support services.

If a child is not toilet trained, and wears nappies/pull ups to school, toileting will be scheduled 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 SNAs will not generally be involved in intimate care unless sanctioned by the Principal or SEN 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 / SEN Coordinator or Support Teacher
- Date of Care Plan implementation and review

Right to Refuse

As well as parental/guardian consent for the Intimate Care Plan, **any help provided by staff at any time, will be done with the consent of the child.** Consent may be sought in the form of asking questions and talking through, at an appropriate level for the individual. For example “Can you take off your?” “Would you like help with ...” “I’m going to wipe/put cream on/take off x now, ok?”

If a child refuses help but is unable to support themselves, staff will contact parents/guardians to support the child in intimate care. If this is an ongoing issue, the staff will look to create a plan in consultation with the child, parents and relevant outside agencies (eg Occupational Therapist), if appropriate, to support the child either becoming independent in this task or to be comfortable with staff support, where required.

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.

Toilet Training of Children with an Intimate Care Plan

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, review intimate care and toileting plan.

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 is being 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:

- In the case that a student has an Intimate Care Plan, teachers and SNAs should ensure that they are completely familiar with the plan.
- There should be a minimum of two staff members within sight of one another, where possible and door to toilet unlocked.
- Address the student by name and ensure they are aware of the focus of the activity.
- Verbalise actions to the student in a reassuring way to prepare them for each procedure.

- Use visual cues for students with limited communication, e.g. pointing at a wipe or picture board.
- Use appropriate and professional language. Specific language may be detailed in a care plan.
- In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
- Respect the dignity and privacy of the student at all times.
- Have all equipment and materials to hand before commencing.
- Use discreet observation if checking to see if a nappy needs changing.
- Use protective gloves provided.
- Take all precautions when disposing of soiled material in the bin provided.
- Intimate care procedures will 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 or any incident where child requires a change of clothes

If an incident occurs during the school day whereby a child playing with water/wet area or other area in which a change of clothes is 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 SNA/teacher/ principal 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 SNA/teacher will assist the child with dressing only if absolutely necessary.
- If an SNA/teacher/ is required to go into the toilet cubicle, it is best practice that a second adult is within sight, when practically possible and door is unlocked.
- Parents/Guardians are informed
- Wet clothes are sent home in a plastic bag.
- Parents/guardians are asked to return "spare" clothes after washing.

Reporting

School informs parents / guardians of any intimate care requirements.

If during the intimate care of a student

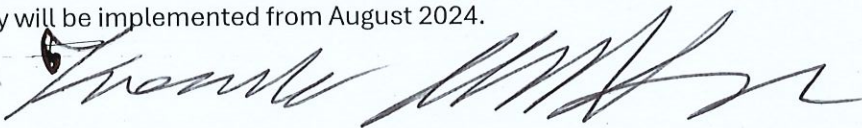
- A staff member accidentally hurts/injures the student
- The staff member observes something which raises child protection concerns
- The student seems to misinterpret what is said or done

- The student has a very emotional reaction without apparent cause
the incident must be reported to the DLP or Deputy DLP in their absence.

Implementation and Review

This policy will be implemented from August 2024.

Principal:



Signed:

Date:

4/11/24

Chairperson, Board of Management:

Signed:



Date:

4/11/24

Principal

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			
SNA 1			
SNA 2			
Support Teacher			
Other Relevant Personnel			

Principal		
Therapists		