



Scoil Mhuire Intimate Care Policy

Introduction

It is important that children are happy and comfortable during their school day. Situations may arise where pupils require changing due to a toileting accident. On these occasions the pupil will be encouraged to change themselves enabling them to build upon their personal intimate care skills. However, there may be times when the pupils will need some assistance in the changing process. This is also the case when the pupils in our ASD Unit are changing for swimming. This policy has been devised with this in mind.

Aims and Objectives

- To implement an action plan in agreement with parents/guardians for pupils who need toileting.
- To encourage pupils to develop their self help skills enabling them to access all areas of the curriculum and school activities.
- To identify the roles and responsibilities of staff.
- To ensure necessary resources are identified and provided.
- To ensure pupils are treated with respect and sensitivity.

Communication with Parents

- It is expected that pupils will be toilet trained on commencing school unless there is a medical or special need which prevents it.
- Pupils should not wear pull ups or nappies unless there is a medical condition or special need which warrants it.
- Procedures in the school for dealing with toileting accidents will be communicated to parents. These will be outlined at Junior Infant induction meetings
- Parent(s) / guardian(s) will receive a copy of Appendix A detailing a changing incident where no assistance was required from an adult.
- A record of the incident will be kept Appendix B
- A Care Plan will be agreed with parent(s) / guardian(s) if their child requires toileting assistance regularly.

Staff Responsibilities

- Boys' and Girls' toilets will be clearly marked in each classroom.
- Frequent reminders to visit the toilet will be given to pupils in Infant classes and pupils will have constant access to the toilets.
- Toileting supplies – underwear, socks, wipes, plastic bags will be located:
 - In the toilet area in Room 7
 - In the ASD Unit
 - In each of the infant classrooms. (Staff should ensure that pupils return borrowed items and send reminders to the office if supplies are depleted).
- A change of clothing should be brought on school tour or on any out of school activity of considerable duration

Toileting accidents

- Once identified, pupils will not be left in wet/soiled clothing for a length of time.
- If a pupil has a toileting accident, they will be given wipes and clean clothes and will be asked to change themselves. The teacher or SNA may help the pupil from outside the toilet door by handing the clothes to the pupil in stages.
- All staff will wear disposable gloves whilst dealing with toileting accidents.
- Wet clothes will be put in a plastic bag for the pupil to take home.
- Soap and water will be available to wash hands when the task is complete.
- If a pupil soils themselves, parents will be contacted as soon as possible and they will be required to come and change their child or take their child home. Minimum assistance will be given to remove soiled clothing and clean clothing will be supplied.
- Soiled clothes will be double wrapped in plastic bags.
- Adults should at all times be aware of pupils' feelings and reactions, and ensure their privacy and confidentiality
- If a pupil has a toileting accident in school, a note detailing action taken will be sent home to parents (Appendix A).
- A record of the incident should be kept

SEN Pupils with specific toileting or intimate care needs

- SEN pupils will often need assistance with toileting.
- At all times, when addressing the intimate care needs, the dignity and privacy of the child will be paramount.
- Staff will be aware of all Health and Safety and Child Protection concerns when dealing with intimate care needs.
- In all situations where a pupil needs assistance with Toileting / Intimate care, a meeting will be arranged before the child starts school. The parent /guardian, Principal, class teacher, S.N.A and, if appropriate, the child will attend.
- The specific care needs of the pupil and how the school will meet them will be addressed at this meeting. Reference will be made to reports pertaining to the pupil and the care needs outlined therein. **See Appendix C.**

- As far as possible the pupil will be involved in the identification of his / her personal requirements, wishes, changes etc.
- Personnel involved in this care will be identified.
- Substitute S.N.A personnel will generally not be involved in intimate care.
- 2 members of staff will be present when dealing with intimate care needs unless stated otherwise by parents.
- Any changes to routine will be communicated to parent/guardian and noted in pupil's file.
- A written copy of the agreed arrangement will be kept on the pupil's file.
- Supplies for intimate care will be provided by parent/guardian but the school will keep a supply in stock in case of emergency.

Swimming

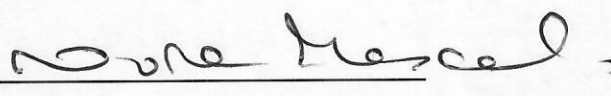
- Pupils in the ASD Unit go swimming on a regular basis
- Parents pay a fee for swimming (this is usually subsidised by the BOM)
- Each pupil will have signed the permission slip for school trips at the start of the year.
- Six members of staff go to the pool.
- A minimum of three staff members must get in to the water with the pupils. (This figure may increase based on the needs of the pupils).
- All Scoil Mhuire staff are garda vetted.
- Where necessary, pupils must wear arm bands.
- If a pupil has a veruca he/she must wear swimming socks. These are provided by parents.
- The lifeguard on duty is made aware that these pupils have ASD.
- Pupils use male and female changing rooms to get changed accordingly.
- There are 2 staff members in each changing room at all times.
- Pupils remain in swimsuits while showering.
- Pupils towel themselves dry where possible.

- Where possible pupils dress and undress themselves. Pupils are encouraged to be as independent as possible.
- If pupils need help dressing or undressing, staff offer assistance where necessary.
- For each pupil who needs assistance with dressing/intimate care, a meeting will be arranged before the block of swimming starts between the parent /guardian, the class teacher and, if appropriate, the pupil will attend. The specific care needs of the pupil and how the school will meet them will be addressed at this meeting.
- Parents sign Appendix C.
- Pupils travel to swimming by hired coach.
- The bus driver of the bus will be garda vetted
- Pupils are accompanied by at least two staff members on the coach to the swimming pool.

This policy was ratified by the Board of Management of Scoil Mhuire on 31/5/18

Signed 
(Chairperson/Board of Management)

Date 31/5/2018

Signed: 
(Principal)

Date 31/5/18-

Appendix A



Date: _____

Dear Parent/ Guardian,

We wish to inform you that your child _____ had a toileting incident today.

- Time of incident: _____
- Your child was given resources to clean themselves. ☐
- Your child was given clean clothes. ☐
- Your child's wet/soiled clothes were placed in a plastic bag. ☐

We would be grateful if you could return the items of clothing (washed) that were given to your child as soon as possible.

Many thanks

Signed.....
(Staff member in attendance)

Appendix B

Toileting Diary

Name of child	
Date	
Time Wet/ Soiled	
Adults in attendance	
Action taken and Comments (including visible marks, rashes, etc.)	
Was letter sent to parents	
Were parent(s) contacted to come and change the child or take the child home?	

Signed: _____

Appendix C

Care Plan for Children with Intimate Care Needs

Name of child:

Class:

Who will change the child?

Where will changing take place?

What resources will be used; cleaning agents/ creams etc. (provided by the parents)?

Signed: Parent/ guardian.....

Teacher.....

Principal.....

Date.....