**Specific Toileting/Intimate Care Needs**

**St. Michael’s N.S.**

**Castletown Geoghegan**

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

**Introductory Statement:**

This document has been drawn up as a safeguard for children who may need help with Specific Toileting/Intimate Care.

**Rationale:**

New Infants may at some stage have an accident. In general they are able to cope with such accidents & the school keeps a supply of clean underwear which they can use. Parents are informed & in general these children look after themselves. If the accident is severe & requires a complete change of clothes as well as washing, the school generally contacts a parent who will advise what will be done in such instant. However some children have Specific Toileting/Intimate Care Needs on an ongoing basis & this policy is drawn up with specific reference to these children.

**Aims:**

1. To address the Specific Toileting/Intimate Care Needs of these children.
2. To ensure that at all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
3. Agreed procedures between staff & parents will be laid down.

**Staff Roles & Responsibilities:**

Specific staff will be identified who will deal with theSpecific Toileting/Intimate Care Needs of the child.

**Policy Content:**

1. 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 staff 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.
* **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 pupil’s 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.

**2. Toileting Accidents:**

Upon enrolment, the school procedures will be outlined to parents and they will be asked to submit in writing specific wishes regarding Toileting Accidents.

* A supply of clean underwear, wipes, track- suit bottoms etc will be kept in the school.
* 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 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 should be kept.

**Success Criteria:**

This policy is successful if found to be helpful to the child, teacher & parents. Its success will also be measured by the fact that it will diminish disruption to the class & save the child from any unnecessary embarrassment.

**Evaluation:**

This policy is monitored on an ongoing basis.

**Implementation:**

This policy has been sanctioned by the Board of Management of St. Michael’s N.S, Castletown Geoghegan.

Signed on behalf of the Board of Management:

###### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Date