



Patrician Primary School Intimate Care and Toileting Policy

Children with Specific Toileting/Intimate Care Needs:

- In all situations where it is known that a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school or whenever the need arises
- 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 SNAs 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, there will be no exception to this
- A notebook of toileting habits will be kept by a relevant staff member (noting patterns in time of day, particular lessons taking place etc.)
- Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil's file and/or notebook
- As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
- When appropriate, a written copy of this agreement will be kept on the pupil's file and shared with parents
- Parents will be notified of any changes of agreed procedures
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs
- A member of staff may talk the child through the step-by-step process of assisting them in intimate care- e.g. "Now I am going to get you some underwear" etc. Visual aids may be used to support this process.
- Staff will wear protective gloves whilst administering intimate care

Toileting Accidents:

- At the 2nd class induction meetings, the school procedures on intimate care will be outlined to parents/guardians, who will then be asked to submit in writing any specific wishes regarding potential toileting accidents.
- All children who have had a toileting accident will be sent into the toilet by themselves with underwear/wipes etc unless their individual circumstances require more adult assistance. If, for any reason, the child is unable to clean or change themselves, the agreed-upon procedure outlined by parents/guardians will be followed
- A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school. If there are no replacement items of clothing of appropriate size available in the school at the time, parents will be contacted for advice on what needs to be done
- 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 any such toileting accidents
- A record of the accident should be kept by the relevant staff member.

Ratification and Review


This policy was first ratified in January 2023. It will continue to be reviewed as part of the school rolling five-year policy review system or earlier if necessary. As with all policy reviews, it is made available to staff, parent association members and BoM before final ratification. Parents are made aware of policy reviews as they happen and shared via the school website.

Ratified by Board of Management

Signed: David Dempsey (principal)
 Date: 9-1-23

Signed: [Signature] (chairperson of BoM)
 Date: 9-1-23

Version Control

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