



CUSHINSTOWN NATIONAL SCHOOL

INTIMATE CARE AND TOILETING POLICY

Introduction:

Intimate care is any caring procedure which involves attending to a student when he/she is undressed or partially dressed, washing (including intimate parts), helping 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. 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 dignity of each student
- Should be consistent with professional integrity of staff members

Policy rationale:

The aim of the policy is to increase knowledge, enhance skills and promote good practice in this sensitive area.

Relationship to the 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 ensure that the dignity and privacy of the student involved is paramount
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner.

Parent Responsibilities:

It is the responsibility of parents/guardians to notify the school of any specific care requirements or toileting issues for pupils.

Parents/guardians should supply the school with the resources required to carry out the toileting or other care needs. Parents/guardians of children who have regular accidents may wish to give the school a set of the children's own clothes to use. Spare clothes will be discreetly stored and easily accessed.

Toileting Accidents:

- At the Junior Infant induction meeting, relevant school procedures will be outlined to all parents/guardians.
- In the event of a toileting issue, the parent/guardian will be contacted as soon as possible to request their assistance and/or ask permission to assist the child if necessary in changing their clothes. Two members of the school staff familiar to the child will assist.
- If contact with parents/guardians is unsuccessful, a voicemail will be left and two members of the school staff will assist the child in changing their clothes
- The school has a small supply of clean underwear, socks & track-suit bottoms which are kept in the school for such incidents.
- A record of the incident, will be kept in the child's file in the office.

Children with Specific Toileting/Intimate Care needs:

In the event that a pupil needs regular 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 and an Intimate Care/Toileting Plan will be developed. This care plan will be signed and dated by all in attendance. Each care plan is individually tailored to pupil's specific needs and will include:

1. The specific care needs of the child, and how the school will meet them and details of any equipment needed.
2. The child's ability and preferred means of communication including agreed terminology for body parts/functions.
3. Cultural/religious sensitivities.
4. Identification of personnel involved in this care will be identified.
5. Identification of two members of staff familiar to the child, who will be present when dealing with Intimate Care Needs.
6. Details re changing of the child which will be done on rotation with the staff involved in the care of the pupil.
7. Provision for occasions when a member/s of staff is/are absent (e.g. unfamiliar substitute SNAs/teachers will not generally be involved in intimate care). Any change of personnel will be discussed with the pupil and parents/guardian where possible/appropriate.
8. A written agreement and confirmation that any changes that arise will be discussed with parent/guardian and pupil and noted in the pupil's file and/or IEP file.
9. Pupil involvement in as far as possible will identify his/her personal requirements, wishes, changes etc.
10. Consultation with parents on any changes from agreed procedures.
11. Confirmation that the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
12. Confirmation that, if necessary and appropriate, staff will wear protective gloves unless otherwise agreed.

Hoist operational procedures and changing instructions as per OT (Deirdre Nugent) included in policy, please see below.

ALWAYS HAVE THE BREAK ON

1. Charge the batteries daily.
2. There are two batteries, always have one on charge.
3. Red emergency stop button will stop the bed immediately. The control will not work and bed will not move when this is pushed in.
4. If the bed gets stuck at a height there is a hole beside the red emergency stop button, stick a pen in this and the bed will go down.
5. Manual handling point of view always have one person on either side of the bed when changing the child.
6. Have the bed at hip height of the smallest person, so that there is no back arching and overstretching.

TO CHANGE THE PUPIL:

1. Put down bed to the lowest
2. Put down safety rail
3. Guide pupil onto bed
4. Put pupil lying down on the bed
5. Use control to put bed up to hip height of the smallest person changing the pupil
6. Roll pupil from one side to the other

Staff Roles and Responsibilities:

Teachers and Principal assume shared responsibility, participate in and contribute to the implementation of an effective and equitable 'Intimate Care and Toileting Policy'.

Success Criteria:

The school evaluates the success of the policy through:

1. Participation of all staff in the policy
2. Safe and effective care of all students in our school.
3. Feedback from all staff
4. Feedback from relevant parents/guardians and pupil.

Implementation:

This policy is effective immediately.

Ratification:

This policy was ratified by the Chairperson of the Board Management in 2021

Review Timetable:

This policy will be reviewed yearly and amended as necessary by means of a whole school collaborative process.

Evaluation:

This policy is monitored on an ongoing basis.

Signed: Anthony Byrne
Chairperson, Board of Management

Date: 15-06-21

