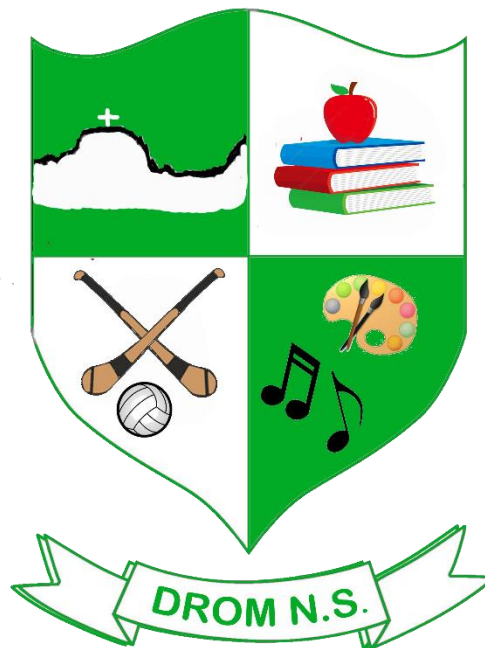


**DROM NATIONAL SCHOOL**  
**SCHOOL POLICY PLANNING**



# **INTIMATE CARE AND TOILETING POLICY**

## INTIMATE CARE AND TOILETING POLICY

### CHILDREN WITH SPECIFIC TOILETING / INTIMATE CARE NEEDS:

- 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 and Special Needs Assistant (SNA) where applicable 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 staffs 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 pupils 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 at all times and medical grade masks, if required.

### TOILETING ACCIDENTS:

- The school procedures regarding toileting accidents will be outlined to parents / guardians in the Junior Infant induction pack. Parents / Guardians will be asked to submit in writing specific wishes regarding toileting accidents.
- Parents / Guardians of Junior Infant students and those with specific toileting needs will be asked to supply the school with clean underwear, wipes, track-suit bottoms etc. These 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 / guardians will be followed.
- If staff must clean / change the child, two members of staff, familiar to the child will attend to him/her. Where this is not possible, the following procedure will be followed:
  - Junior Students (Junior Infants – Second Class): One member of staff will attend to the child and two senior students (siblings preferably but where this is not possible two students of the same gender) will be present for child protection reasons.
  - Senior Students (Third Class – Sixth Class): The parents / guardians of the child will be contacted and asked to attend to the child's needs.
- Parents / Guardians will be notified of these accidents.
- A record of the incident should be kept.

### RATIFICATION:

This policy was ratified by the Board of Management on 6th June 2017. It was further amended on 15th May 2018 following a review.

A review of the policy took place on 13<sup>th</sup> December 2022 in line with a review of the school's Child Safeguarding Statement.

A further review of the policy took place on 16<sup>th</sup> November 2023 in line with a review of the school's Child Safeguarding Statement.

The policy will be available on the school website and through the office.

It will be reviewed every year and amended if necessary.

### IMPLEMENTATION

This policy will be implemented following ratification by the Board of Management.

Date of next review: September 2024

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Fr. Martin Murphy  
Chairperson, Board of Management.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Ms. Amadean Moore-Walsh  
Principal