

# Intimate Care Policy



**St. Philomena's N.S.**

## **INTRODUCTION**

Intimate care is any caring procedure which involves attending to a student when she is undressed or partially dressed; helping a student with washing (including intimate parts); helping a student 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.

The following procedure will apply in cases of

- Wetting Incident
- Soiling Incident
- Vomiting on clothes
- Ongoing toileting or care needs as outlined in a student's individual intimate care plan and referred to in child's School Support Plan
- Water/wet play incident or incident whereby child requires a change of clothes

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 privacy and dignity of each student
- Should be consistent with professional integrity of staff members

## **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 safeguard the rights and promote the welfare of children
- To ensure that the dignity and privacy of the student involved is maintained at all times
- To develop a framework of procedures whereby intimate care requirements are dealt with in an appropriate manner

## **RESPONDING TO INCIDENTS (I.E. WETTING, SOILING, VOMITING)**

As a staff we act 'in loco parentis' and can deal with a toileting or vomiting accident in school. It is best practice to only provide help that is required by the student. The staff member should encourage the student to do as much for themselves as possible. Staff are required to wear protective gloves when assisting changing a child. A teacher must always be cognisant of his/her duty of care regarding effective supervision of all the students in the class when assisting a student with toileting. In the event of an accident, the following procedures are to be followed:

### **Wetting incident:**

- The SNA/teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary.
- The child will use said clothes to change him or herself.
- The SNA/teacher / designated personnel will assist the child with dressing only if absolutely necessary.

- If a SNA/teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Incident is logged on pupil file.
- Parents/guardians are informed
- Wet clothes are sent home in a plastic bag.
- Parents/guardians are asked to return “spare” clothes after washing.

### **Soiling incident**

- If the child soils him/herself, Parents/guardians are contacted and asked to collect their child.
- In the event that a parent cannot be contacted, the SNA/teacher/designated personnel will do what is possible to make the child comfortable.
- The SNA/teacher/designated personnel will provide the child with wipes.
- The SNA/teacher/designated personnel will provide the child with a change of clothes and/or underwear as necessary.
- The child will use said clothes to change herself.
- The SNA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- If a SNA/teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Incident is logged on pupil file
- Parents/guardians are informed of details of incident upon collection
- Soiled clothes are sent home in a plastic bag.
- Parents/guardians are asked to return “spare” clothes after washing.
- After an incident of diarrhoea, the child is advised to stay at home until they are symptom free for at least 48 hours.

### **Vomiting incident:**

- If the child vomits on him/herself, parents/guardians are contacted and asked to collect their child.
- In the event that a parent cannot be contacted, the SNA/teacher/designated personnel will do what is possible to make the child comfortable.
- The SNA/teacher/designated personnel will provide the child with wipes.
- The SNA/teacher/designated personnel will provide the child with a change of clothes as necessary.
- The child will use said clothes to change him or herself.
- The SNA/teacher/designated personnel will assist the child with dressing only if absolutely necessary.
- If a SNA/teacher/designated personnel is required to go into the toilet cubicle, a second adult must be present.
- Incident is logged on pupil file
- Parents/guardians are informed of details of incident upon collection
- Soiled clothes are sent home in a plastic bag.
- Parents/guardians are asked to return “spare” clothes after washing.
- After an incident of vomiting, the child is advised to stay at home until they are symptom free for at least 48 hours.

### **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, 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 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 in the event that an SNA/teacher has to enter a toilet cubicle.
- 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

### **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

### **COMMUNICATION, MONITORING AND REVIEW:**

This policy will be communicated to staff and school community as appropriate, and will be subject to review every three years, unless there is a compelling reason to review it earlier.

Signed: *Klancie White*

Date: *29/11/22*

Principal CHAIRPERSON (B.O.M).

Signed: *Geraldine Guffey*

Date: *29/11/22*

Chairperson, Board of Management  
PRINCIPAL.