



## Toileting and Intimate Care Policy

This policy has been formulated by Navan Educate Together National School to increase knowledge, enhance skills and promote good practice among staff whose role involves intimate care.

### Introduction

Intimate care is any caring procedure which involves attending to a pupil when they are undressed or partially dressed, washing (including intimate parts), helping to use the toilet, changing nappies, clothes or underwear, or carrying out a procedure that requires direct or indirect contact with an intimate area of a pupil, or any procedure carried out while the pupil is in a state of whole or partial undress. The supervision of pupils while they are dressing and undressing will also be considered as intimate care.

Intimate care can also include:

- Feeding
- Oral care
- Hair Care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Supervision of a child involved in intimate self-care
- Cleaning up a child after wetting/soiling accident.

### Relationship to School Ethos

All students and staff members will have the right to feel safe and be treated with dignity and respect.

## Aims and objectives

The aims of the policy are:

To safeguard the rights and promote the wellbeing of the 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.

This policy and related procedures have been developed bearing in mind that all physical contact between staff and pupil:

- Should be aimed at meeting the needs of pupils
- Should respect the dignity of each pupil
- Should be consistent with professional integrity of staff members.

## **Policy protocol**

The procedures in this policy outline what will happen in the following cases:

- Wetting Incident
- Soiling Incident
- Vomiting on clothes
- Menstruation
- Ongoing toileting or care needs as outlined in a student's individual intimate care plan and referred to in child's Individual Educational Plan, where relevant
- Water/wet play incident or incident whereby child requires a change of clothes
- Swimming
- Showering

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 have encouraged the student to do as much for themselves as possible.

Spare changes of underwear will be kept in the classes where priority exists in the sliding cupboard. 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 will provide the child with a change of clothes and/or underwear as necessary.
- The child will use said clothes to change themselves in the toilet cubicle.
- The SNA/teacher will assist the child with dressing only if absolutely necessary.
- If a SNA/teacher is required to enter into the toilet cubicle, a second adult must always be present.

- Incidents must be logged on the incident report form (Appendix A)
- Parent(s)/guardian(s) must be informed as soon as possible.
- Wet clothes are sent home in a plastic bag.
- Parent(s)/guardian(s) are asked to return "school" clothes after washing.
- Parent(s)/guardian(s) will be informed of this procedure in the Junior Infants Welcome Meeting prior to their child starting school.

#### **Soiling Incident or Vomiting Incident**

- If a child soils themselves or vomits on themselves, Parent(s)/guardian(s) will be contacted and asked to collect their child.
- In the event that a parent cannot be contacted, the SNA/teacher will do what is possible to make the child comfortable.
- The SNA/teacher will provide the child with wipes.
- The SNA/teacher will provide the child with a change of clothes and /or underwear if necessary.
- The child will use said clothes to change him or herself.
- The SNA/teacher will assist the child with dressing if only absolutely necessary.
- If a SNA/teacher is required to enter into the toilet cubicle, a second adult must always be present.
- Incidents must be recorded on the Incident Report Form.
- Parent(s)/guardian(s) must be informed as soon as possible.
- Soiled clothes are sent home in a plastic bag.
- Parent(s)/guardian(s) are asked to return "school" clothes after washing.
- Parent(s)/guardian(s) will be informed of this procedure in the Junior Infants Welcome Meeting prior to their child starting school.

#### **Dressing/Undressing**

##### Water/Wet play incident or incident whereby child requires a change of clothing:

If an incident occurs during the school day whereby a child playing with water/wet area or other area in which a change of clothes is necessary, the following procedures are followed.

- If a child has intimate care needs, the child's intimate care plan is implemented.

##### For all other children:

- The SNA/teacher 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 in the toilet cubicle.
- The SNA/teacher will assist the child with dressing only if absolutely necessary.
- If a SNA/teacher is required to enter the toilet cubicle, a second adult must always be present.
- Incidents are recorded on the incident report form.
- Parent(s)/guardian(s) are informed as soon as possible.
- Wet clothes are sent home in a plastic bag.
- Parent(s)/guardian(s) are asked to return "school" clothes after washing.

## Swimming

Annually some classes participate in swimming lessons. In the changing rooms, pupils are in a state of whole or partial undress, therefore falls under the category of intimate care needs. The following procedures are implemented for swimming:

- For a child with intimate care needs, the child's intimate care plan is followed for swimming lessons.

### For all other children

- The child is encouraged to independently change and dress themselves.
- The SNA/teacher will hand the child his/her clothes and/or underwear as necessary.
- The child will use said clothes to change him or herself.
- The SNA/teacher will assist the child with dressing only if absolutely necessary.
- If assistance is necessary, staff members will be obliged to assist and thereafter report to parent(s)/guardian(s). An intimate care plan for swimming is drafted and/or parent(s)/guardian(s) are encouraged to attend swimming if child requires one to one assistance.
- All parent(s)/guardian(s) who attend swimming lessons are only allowed to assist their own child.

Children are entitled to respect and privacy when changing their clothes or taking a shower.

However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying, teasing other unacceptable behaviour does not occur.

This means that staff should announce their intention of entering changing rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore staff need to be vigilant about their own conduct.

It is best practice in our school that when a child requires assistance drying/dressing that has necessitated a member of staff to be present, an incident report is made to the principal.

## Menstruation

There is an adequate supply of sanitary bins in appropriate classroom toilets. This will be kept under review and updated by school management as necessary. Spare sanitary towels will be kept in classrooms as necessary.

### Senior students (Mainstream & Special Classes):

Senior students will be taught about menstrual periods as part of the RSE programme (with parent/guardian consent). They will also be informed about where they can get sanitary products if they need it.

### Strategies to facilitate learning may include:

- RSE lessons (with parental consent)

- Social stories
- Visual step by step charts for removal, application and disposal of sanitary towels. This will be done in a private and discrete space.
- Teachers will liaise with home regarding progress and practice and support at home.

#### Additional support:

With parent/guardian consent, pupils will be supported if necessary in the following areas:

- Reminders to change sanitary towel
- Discreet verbal support/prompting from outside toilet door.
- If pupil is unable to change sanitary towel, staff member/s may need to go into the toilet cubicle to assist the pupil. The pupil's dignity and privacy will be paramount at all times. The visual charts may be employed to promote independence.

### Students with specific toileting or intimate care needs

It may be the case that a pupil will have an ongoing need for assistance with toileting/intimate care. In all such situations the following guidelines and procedures must be followed:

Where possible, parent(s)/guardian(s) should provide the school with professional reports and/or relevant contact numbers. Professional reports should recommend toileting strategies and support for school staff in supporting intimate care needs of the child. Professional reports may also indicate the need for specialised equipment, to ensure the dignity of the child at all times.

A Personal Pupil Plan will be developed in partnership with the parent(s)/guardian(s), class teacher and SNA based on professional report where available. Consideration for access for necessary equipment and SNA is required and supporting application forms should be completed to meet the pupil's needs.

#### The Personal Pupil Plan must include:

- Specific Care Need
- Number of staff required to meet the needs of the student.
- Identification of the staff members involved.
- Additional equipment required.
- Child's preferred means of communication to include agreed terminology for body parts and bodily functions.
- Child's level of ability.
- Cultural and/or religious sensitivities.
- Signatures of school staff involved.
- Signature of Parent(s)/guardian(s)
- Date of Personal Pupil Plan.

### The Roles and Responsibility of parent(s)/guardian(s)

Parent(s)/guardian(s) should identify any toileting or intimate care needs and notify the school.

Parent(s)/guardian(s) will be required to attend a meeting with the Principal and SEN co-ordinator, class teacher, SNA to discuss the specific needs of their child and how the school will meet them.

Parent(s)/guardian(s) supply the school with the resources required to carry out the toileting or other care needs, which may include, but not limited to:

- Nappies
- Wipes
- Disposable gloves
- Nappy sacks
- Spare underwear
- Spare clothes
- Sanitary pads

### Toileting training of children with toileting or intimate care needs

Parent(s)/guardian(s) are encouraged to toilet train their child, at an appropriate time for their child. The school supports the recommendations of professionals and parental wishes in relation to toilet training.

When parent(s)/guardian(s) decide it is an appropriate time to toilet train their child, they are asked to speak with staff, review intimate care and toileting plan.

### School's Responsibility

Navan Educate Together National School are committed to working with parent(s)/guardian(s), health professionals and other agencies to provide a supportive environment for student who require assistance with intimate care.

All staff working with children must be appropriately vetted.

#### Vetting

Only vetted staff should undertake the intimate care of the student.

The Principal must ensure that all staff undertaking the intimate care of students are familiar with and understanding the Intimate Care Policy and Guidelines together with associate policies and procedures.

The assigned staff will agree to and sign a Personal Pupil Plan with the parent(s)/guardian(s) and student (where appropriate) and other health professionals (if appropriate).

Ongoing intimate care arrangements must be agreed by the school, parent(s)/guardian(s) and student (where appropriate), and these are reviewed annually.

#### Training

Staff should receive training in manual handling where appropriate, child protection and for very specific intimate care procedures (e.g. stoma care) where relevant.

Staff will follow good working practices which comply with Health and Safety regulations such as dealing with body fluids and wearing protective gloves. See Appendix B.

## Good Practice Guidelines

While it is not possible to prescribe guidelines that will apply in all intimate care and toileting situations, it is important that the following elements of good practice are adhered to:

In the case that a student has an Intimate Care Plan, teachers and SNAs should ensure that they are completely familiar with the plan.

- There should be a minimum of two staff members present at all times.
- Address the student by name and ensure he/she is aware of the focus of the activity.
- Address the student in an age appropriate way.
- Provide explanations of what is happening or will happen in a straight forward and reassuring way so that students are aware of the focus of the activity and know what is happening or what will happen.
- Use visual cues for students with limited communication, e.g. pointing at a wipe or picture board.
- Use appropriate and professional language. Specific language may be detailed in a care plan.
- Encourage the student to undertake as much of the procedure for themselves as possible, including washing intimate areas and dressing/undressing.
- Respect a student's preference for a particular sequence of care.
- In intimate care, the touch should be affirmative and supportive, not rough or insensitive.
- Respect the dignity and privacy of the student at all times.
- Have all equipment and materials to hand before commencing.
- Use discreet observation if checking to see if a nappy needs changing.
- Use protective gloves provided.
- Take all precautions when disposing of soiled material in the bin provided.
- Intimate care procedures will be carried out in a manner which treats the student in a dignified and respectful way and allows the student the maximum level of privacy.
- All SNAs will keep records noting responses to intimate care and any change in the child's behaviour will be reported directly to the Class Teacher. Any concerns should always be reported directly to the DLP or to the Deputy DLP in his/her absence, as outlined below.
- Be mindful of psychological effects that a student might experience due to relying on others for support with intimate tasks.
- Students have the right to expect that information about them is only shared to enable care.

## Reporting

If during the intimate care of a student any of the following occurrences must be reported to the Principal:

- A staff member accidentally hurts/injures the student.
- The staff member observes something which raises child protection concerns.
- The student seems to misinterpret what is said or done.
- The student has a very emotional reaction without apparent cause the incident must be reported to the DLP or Deputy DLP in his/her absence.

## Grievance procedure

Issues for concern should be made known to the principal who will follow the standard procedure for dealing with a complaint or concern.

## 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

## Communication, Monitoring and Review:

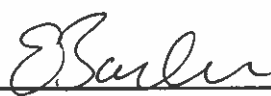
This policy will be communicated to staff and the school community as appropriate and will be subject to regular review in accordance to the guidelines. A copy of this policy will be made available to the Department of Education and Skills and to the patron if requested.

## Ratification

This policy was ratified by the Chairperson of the Board of Management of Navan Educate Together National School.

Signed:   
(Chairperson, Board of Management)

Date: 29/5/24

Signed:   
(Principal)

Date: 29/5/24



APPENDIX A: Incident Report Form

**Toileting and Intimate Care Incident Form**

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

Child: \_\_\_\_\_

Class: \_\_\_\_\_

Staff Member: \_\_\_\_\_

Soiling

BM

Menstrual

Urine

Vomit

Wet

Wet Play

outside

Self Cleaned

Assistance Needed

Underwear provided

Clothes provided

Soiled/wet/dirty clothes sent home

Parents Informed

Class teacher informed

Principal informed

Assistance given by \_\_\_\_\_ Signed: \_\_\_\_\_

Notes on incident (optional):

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

**APPENDIX B:**

# Safe use of **Gloves**

**REMEMBER:**

**GLOVES ARE NOT A SUBSTITUTE FOR HAND HYGIENE. HAND HYGIENE FIRST IN ALL CASES.**



**WHEN TO WEAR GLOVES**

- When in contact with blood/bodily fluids, non-intact skin or mucous membranes.
- As required for transmission based precautions.
- When in contact with chemical hazards such as disinfectants, preserving agents or cytotoxic drugs.

**WHEN NOT TO WEAR GLOVES**

- Direct Patient Care: Taking blood pressure, temp, pulse etc.
- Indirect Patient Care: Giving oral medications, using the telephone etc.
- Where there is no potential for exposure with blood/bodily fluids or contaminated environment.
- In non-clinical settings.

**SELECT THE CORRECT GLOVES FOR THE TASK**

STERILE	NON-STERILE
	
Sterile Procedures	Potential for contact with infectious material

**POINTS TO REMEMBER ABOUT WEARING GLOVES**

**DO:**

- ✓ Perform hand hygiene before putting gloves on and after taking gloves off
- ✓ Perform hand hygiene and change gloves between tasks
- ✓ Ensure hands are thoroughly dried before putting on gloves to reduce risk of dermatitis
- ✓ Make sure the gloves fit you properly

**DO NOT:**

- ✗ Re-use or wash gloves
- ✗ Double-glove
- ✗ Use alcohol hand gel on gloves
- ✗ Use gloves if they are damaged or visibly soiled
- ✗ Touch your face when wearing gloves or other surfaces
- ✗ Wear the same gloves from one patient to another
- ✗ Wear gloves for a prolonged time

**REMEMBER SAFE DOFFING OF GLOVES**



PEEL THE GLOVE AWAY FROM YOUR BODY, TURN IT INSIDE-OUT

HOLD THE INSIDE-OUT GLOVE IN THE OTHER HAND

SLIDE YOUR FINGERS UNDER THE WRIST OF THE OTHER GLOVE

PEEL THE GLOVE AWAY FROM YOUR BODY, TURN IT INSIDE-OUT, LEAVE THE FIRST GLOVE INSIDE THE SECOND

ENSURE HAND HYGIENE AFTER EVERY DOFFING OF GLOVES

**...AND DISPOSE OF CORRECTLY**



Dispose of gloves in the appropriate waste stream.

BIOHAZARD WASTE

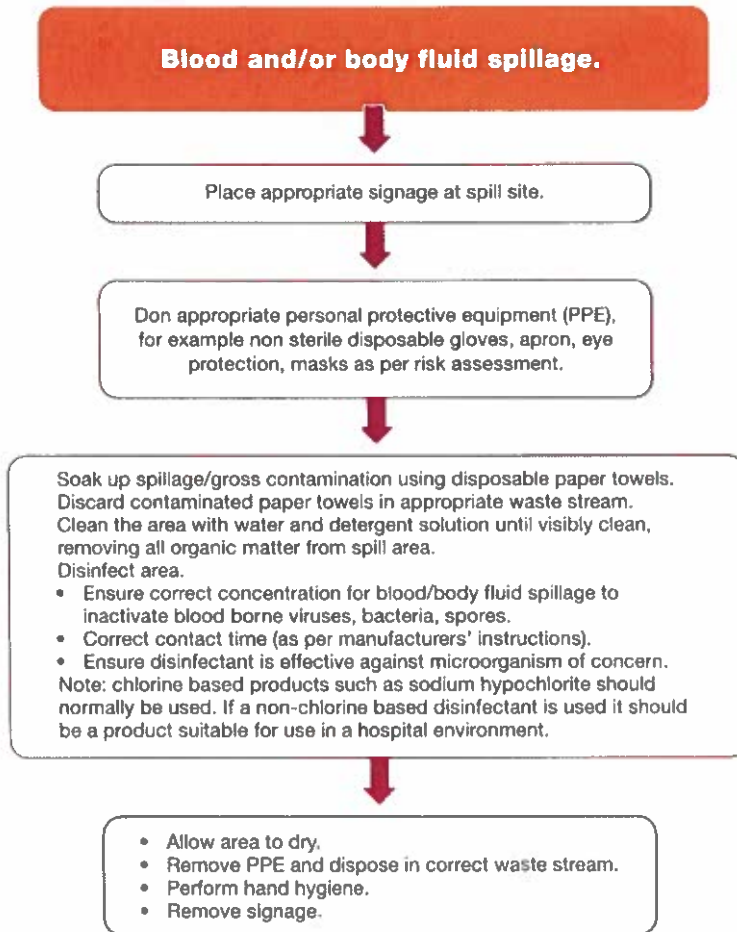
HEALTHCARE NON-RISK WASTE

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**APPENDIX B:**

# MANAGEMENT OF BLOOD AND BODY FLUID SPILLAGES



**Blood/body fluid spill on soft furnishings for example carpets and upholstery. (Soft furnishings should be avoided in settings where spillages of blood/body fluids are likely to occur.)**

Discuss with local IPC team and consider:

- Clean with detergent solution and disinfect if furnishings can withstand disinfection solution.
- Consider steam cleaning/wet vacuuming.
- If heavily contaminated and/or if blood/body fluid contamination risk cannot be managed, consider discarding/replacement of furnishing.



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