

Intimate Care Policy

Harold's Cross N.S.

Ratified by the Board on June 24th, 2020

Signed: Denis Smith, Chairperson of the Board.

Intimate Care Policy-Harold's Cross NS

Rationale:

It is important that service providers working in designated centres ensure that all individuals using those services and their families feel that they are treated with respect and that their right to privacy and dignity is upheld and actively promoted. Service providers must embed a culture of person-centred care, maintain standards, develop a supportive professional environment and promote positive attitudes, behaviours and dialogue between staff, those who use services and their families. At certain times in school there will be pupils who will require intimate care. Following on from the Risk Assessment carried out by staff and the Board in March 2018, the area of Intimate Care was identified as an area of possible “harm” of pupils (as defined by Tusla) by staff or others. As there was no policy in place at the time, it was agreed by all that a policy and procedures would be drawn up as a matter of urgency. Enable Ireland and other schools were contacted for advice before the drawing up of the policy. The following are the procedures and protocols now in place when supporting a child with intimate care needs or who may accidentally wet or soil themselves.

1. Protocols for Supporting 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 staff is 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. This applies specifically to a child with on-going intimate care needs. If the SNA is absent another member of the SNA team known to the child will step in.
- In the event that an SNA is not available the secretary and principal will be present during breaks when dealing with a child who has had a toileting accident.
- Any changes will be discussed with parent/guardian and pupil and noted in the pupil's file/IEP.
- As far as possible the pupil will be involved in the identification of his/her personal requirements, wishes, changes etc.
- A written copy of the agreement will be kept on the pupil's 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.
- Staff will take necessary precautions in line with HSE Covid guidelines and will prioritise the safety of the child and of themselves.
- Correct social distancing measures out in place in toilets, adhering to HSE and department guidelines. (See Covid Response Plan/Risk Assessment)

2. Toileting Accidents:

- ✓ At the Junior Infant Induction Meetings held in June of each year, the school procedures will be outlined to parents.
- ✓ Permission to change a child in the event of them having an “accident” is part of the Parental Permissions Template.
- ✓ A supply of clean underwear, wipes, track- suit bottoms etc. will be kept in the school.
- ✓ If a child is one who has accidents on a fairly regular basis, parents will be asked to inform the school of the likelihood and must supply the school with changes of clothes.
- ✓ In the first instance the pupil will be offered fresh clothing to clean and change him/herself
- ✓ If, for any reason, the child is unable to clean or change themselves, the following procedure will be followed:

Two members of staff familiar to the child will attend to him/her.

During breaks this will be the school secretary and the Principal.

If it is during class time, it will be two SNAs.

The child will be asked to pull down their trousers/tights/underwear and remove them themselves if they are able. If unable they will be assisted by the relevant personnel who will then clean the child, change and provide reassurance.

- ✓ Parents will be notified of these accidents.
- ✓ A record of the incident will be kept.
- ✓ Staff will take necessary precautions in line with HSE Covid 19 guidelines and will prioritise the safety of the child and of themselves.
- ✓ Where a parent does not wish their child to be changed, then that parent must make themselves available to come to the school and change the child themselves.

Implementation: This policy will be implemented from April, 2018 onwards.

Success Criteria: Satisfaction levels of staff, pupils and their parents with the procedures in place.

Review: it will be reviewed initially at the end of the 2018-2019 school year and every three years thereafter or as the need arises. Parents, pupils and staff will be included in that review.

Ratification: This policy was ratified by the Board of Management on April 17th, 2018
The policy was reviewed and amended again in My, 2020 and was ratified by the board at its meeting on June 24th, 2020.

This record must be completed for ALL accidents & incidents across all class levels.

Date& Time	Pupil	Class Level	Class Teacher	Incident and action carried out	Parents contacted	Staff / Adults present	Signed
					yes <input type="checkbox"/> no <input type="checkbox"/>		

Signed : Staff member/principal_____

Date: