



## 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, but before the child starts school or following surgery mid-year. The Enrolment Form should be accompanied by a referral letter/medical report & NCSE Form 1 supporting the need for an SNA to assist with toileting/intimate care needs.

- 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
  - e.g. whether a handrail/small step is needed in the toilet
  - pupils who have an 'accident' will be cared for, washed (showered where necessary) by an SNA and will not be sent home once parents have provided enough changes of clothes
- Personnel involved in this care will be identified
- Provision for occasions when staff members are absent will be outlined (e.g. that Substitute SNAs will take over any intimate care and toileting needs).
- 'Buddy' SNA groups should be established each September so that in the case where an SNA is absent and where a substitute SNA cannot be employed, the absent SNA's buddy will attend to the pupil's toileting needs
- Any change of personnel will be discussed with the pupil, if appropriate. The parents will be advised if the SNA's absence is known in advance or notified as soon as the school is made aware that the SNA will be absent
- Any changes will be discussed with parent/guardian and noted in writing in the pupil's file
- Depending on the age and any Special Education Needs (SEN) of the pupil, the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
  - However, SNAs should always prompt/ask infants or children with SEN whether they need to use the toilet
- 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
- The school will arrange appropriate training for any SNA who does not already have appropriate training in intimate care needs
- SNAs should wear protective gloves and ensure there is an adequate supply of gloves in the classroom. Additional gloves are available from the school office.
  - SNAs will wear additional PPE (disposable apron, mask/visor) to combat COVID-19, when attending to the specific care needs of a pupil. These will be carefully disposed of immediately after use in a pedal bin.
- The maximum weight an SNA can be asked to lift in a mainstream school without additional aids e.g. hoists is 14kg.
  - Parents/guardians will be made aware of this should their child need support in toileting
- The toilet in the shower room is the only toilet in St. Sylvester's I.S. which could be fitted with a hoist. Pupils with additional toileting needs would need to leave their classroom to use this toilet with the aid of an SNA.

## **Catheterization**

For children with Special Education Needs who require support with catheterization parents should:-

- make an appointment with the Principal in advance of their child starting school
- provide written medical reports in relation to catheterization and intimate care needs
- advise the school on how best they can support and assist and give the school enough time to ensure a number of SNA's are trained in administering catheterization

For children who do not have access to an SNA but require surgery during the school year resulting in catheterization parents should:-

- advise the school immediately of surgery
- keep child at home until he/she no longer needs assistance as the Department of Education & Skills no longer grant emergency SNA support
- send their child back to school only when he/she is ready for school and the yard as children cannot be kept inside during break times
- ask the teacher to email the child's school work home if desired

## **Toileting Accidents**

- Children should all be toilet trained before joining school. However, all children can have accidents from time to time and school procedures will be outlined to parents at the Junior Infant Group Parent information meeting in September.
- Sometimes children with Special Education Needs will be enrolled who have toileting needs. Parents should meet with the Principal in advance of a child starting school to discuss how best to look after the child's toilet needs and to maintain their dignity. Parents should then arrange to meet the class teacher and SNA (if applicable) to discuss specific arrangements regarding toileting accidents.

## **In General**

- All children are asked to bring a change of underwear in their bags as the school holds a minimum supply of clean underwear, track-suit bottoms etc in the school
- In the first instance, the pupil will be offered fresh clothing to clean and change themselves
- Parents are asked to wash / return or replace any underwear provided by the school
- If, for any reason, the child is unable to clean or change themselves, the procedure outlined by parents will be followed
- Parents will be notified of toileting accidents
- Records of the toileting accidents of children who have Special Education Needs will be noted in both the child's Care Diary Sheet and in their Communication Copy.

## **Ratification**

This policy was drawn up by the Principal, Deputy Principal and a senior member of the SNA team. This policy was ratified by the Board of Management on 8th February 2021.

The Board of Management reserves the right to amend this policy from time to time as deemed necessary.

Signed:



Mr Michael McKenna,  
Chairperson,  
Board of Management.

Date: 8th February 2021