



## St. Columba's N.S.,

Tullow,  
Co. Carlow.

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### Intimate Care / 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, SNA and, if appropriate, the pupil will attend the meeting.
- The specific care needs of the child and how the school will meet these needs will be clarified.
- Personnel involved in this care will be identified.
- Provisions for occasions when a member of staff is absent will be outlined.
- Any change of personnel will be discussed with the pupil, if appropriate.
- The pupil will be involved in the identification of his/her personal requirements and wishes, changes etc.
- A written agreement of decisions made at the meeting 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 when assisting a child with intimate care needs.

#### Toileting Accidents

Toileting accidents are common in primary schools, particularly at the more junior end of the school.

- On enrolment, parents/guardians are requested to include a change of clothes and underwear in their child's schoolbag in case of toileting accidents.
- A supply of clean underwear, tracksuit bottoms etc. is kept in the school for toileting accidents i.e. a child wets / soils his/herself.
- In the first instance, the pupil will be offered fresh clothing and will be expected to clean and change themselves.
- If, for any reason, the child is unable to clean or change themselves, they may be assisted by an adult.
- A record of the incident will be kept on the pupil's file.
- Parents will be notified of a toileting accident and the steps taken to assist the pupil.

#### Ratification and communication

This policy was ratified by the Board of Management of St. Columba's N.S. on 29<sup>th</sup> March 2017 and is adopted immediately. It will be reviewed as necessary, in line with relevant legislative changes. It will be available to parents and guardians on the school's website and from the school office, on request.

Signed: .....*Neville Caldbeck on behalf of Board of Management*