BANDONBRIDGE NATIONAL SCHOOL

INTIMATE CARE AND TOILETING POLICY

Ratified by the Board of Management 23/04/2014

Date of Review:

Purpose

Bandonbridge National School is committed to ensuring that pupils requiring assistance with toileting or intimate care are supported safely, respectfully and discreetly. The child's dignity, privacy, wellbeing and developing independence will guide all care.

Definition of Intimate Care

Intimate care refers to assistance with personal tasks involving bodily functions, hygiene or private areas of the body.

This may include assistance with toileting, changing underwear or clothing following an accident, cleaning after toileting, changing continence products and other agreed personal hygiene activities.

The level of assistance provided will always be the minimum necessary to meet the child's needs.

Individual care arrangements

Where regular assistance is required, the Principal will arrange a meeting with parents/guardians and relevant staff, and the pupil where appropriate, ideally before school entry. An Individual Intimate Care Plan will identify the care required, the pupil's preferences, designated staff, hygiene needs, communication arrangements and contingency cover. Any training required will be arranged prior to the provision of intimate care. Parents/guardians will agree to the plan in writing and facilitate any training required. Plans will be reviewed annually and when needs change.

Providing intimate care

Only authorised, appropriately briefed staff will assist, normally a familiar SNA where allocated. Staff will explain each step, encourage the pupil to do what they can independently, respect privacy and use gloves and appropriate hygiene precautions. A second authorised staff member will be present or readily available as specified by the individual risk-assessed care plan; two-person hands-on assistance will be used only when necessary. Significant changes to arrangements will be communicated to parents/guardians.

Toileting accidents

A child who has an accident will be reassured and offered spare clothing and an opportunity to clean and change independently. Where help is needed, staff will provide the minimum necessary assistance, in private, following any agreed plan. Soiled clothing will be bagged for home; parents/guardians will be informed discreetly and an appropriate factual record kept.

Temporary needs and staff absence

Where injury or illness creates temporary care needs, the Principal will consult parents/guardians, consider relevant medical advice and agree safe arrangements. Advice may be sought from the SENO where additional SNA support is needed. During staff absence, the Principal will arrange suitably briefed alternative support; essential care should not be unnecessarily delayed.

Hygiene, Infection Prevention and Facilities

Staff providing intimate care will follow appropriate infection prevention and control practices. These include handwashing before and after care, using disposable gloves where contact with bodily fluids is possible, wearing additional protective equipment where indicated, and ensuring that cleaning materials and waste are disposed of safely.

Suitable private facilities will be used, and changing surfaces or equipment will be cleaned as required. There is a changing bed in the disabled toilet in the 6th class block. The height of this can be adjusted as required. The equipment is serviced regularly. The school will provide appropriate supplies, including gloves, wipes, disposable bags, cleaning products and spare clothing.

Any specialist equipment, moving and handling requirements or medical procedures must be supported by appropriate assessment, training and written guidance.

Staff Training and Support

The Board of Management and Principal will identify relevant training needs, which may include intimate care procedures, infection prevention, manual handling or moving and handling, communication, disability awareness and child safeguarding.

Staff will be familiarised with relevant care plans and will be encouraged to raise concerns where a procedure requires clarification or cannot be carried out safely.

Safeguarding, records and review

All care will comply with the school's Child Safeguarding Statement, applicable Department of Education child protection procedures, health and safety arrangements and data protection requirements. Concerns will be reported promptly to the DLP/Deputy DLP. Individual plans and incident records will be stored securely and accessed only by relevant personnel. This policy will be reviewed as required.