



# *Scoil Nano Nagle*

## **Bawnogue, Clondalkin, Dublin 22.**

[www.scoilnanonagle.com](http://www.scoilnanonagle.com)

email: [nanonagleinfo2@gmail.com](mailto:nanonagleinfo2@gmail.com)

Tel: (01) 4571306 Roll: 19509T

---

## **Toileting and Intimate Care Policy**

### **Introduction:**

This policy was formulated by the Board of Management to take into consideration the requirements of the Department of Education and Skills' Child Protection Procedures for Primary and Post Primary schools.

### **Going to the Toilet**

According to I.N.T.O. guidelines, children should be assured of privacy when going to the toilet within the classroom. Children should be facilitated to go to the toilet when the need arises. If it is noticed that a child is going to the toilet too frequently, his/her parents should be informed, in order that they can have the child checked out medically, so that the teacher will know whether it is reasonable to limit the number of times such a child goes out.

Class teachers will encourage pupils to go to the toilet before break times so as to avoid unnecessary trips to the toilet from the yard. Designated toilets are situated in close proximity to yards for emergency use during break times. Children are permitted to go to the toilet from yard at the discretion of the yard duty teacher.

### **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 and personnel involved in this care will be identified and present if feasible.
- The specific care needs of the child, and how the school will meet them, will be clarified
- Provision for occasions when staffs are 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
- Two members of staff will be present when dealing with intimate care needs
- Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil's file
- A written copy of the agreement will be kept on the pupils 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

## **Toileting Accidents:**

- At the junior infant induction meetings, the school procedures will be outlined to parents.
- A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school
- If a child has a toileting accident the parent(s)/ guardian(s) will be notified immediately and the child offered fresh clothing into which they can change, if clothing is available
- If the toileting accident involves severe soiling, parents/ guardians will be encouraged to come to school.
- If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations two members of staff should be present.
- A record of all such incidents will be kept and the principal and parents will be notified.

## **Communication of Policy**

This policy has been made available to school personnel and the Parent's Association. The policy will be communicated to parents at the junior infant induction meeting. A copy of the policy will be included in induction pack.

## **Review and Ratification:**

This policy was adopted by the Board of Management on 23<sup>rd</sup> January, 2012. It will be reviewed and amended as necessary.