**Personal Hygiene and Toileting Policy**

The following procedure will apply in cases of:

• Wetting
• Soiling
• Vomiting on clothes

At all times we will maintain the privacy and dignity of the child.

Due to Covid-19 regulations parents will be asked to send in a spare change of clothes if they feel there is a need. However, the teacher/SNA will provide the child with a change of underwear if they don’t have spares, which the child uses to change his/herself. If necessary, we will provide a complete change of clothes. Again we will recommend that children have their own spares where possible. The teacher/SNA will assist the child with dressing only if absolutely necessary. If the child has soiled him/herself the parents will be contacted in order to take their child home. In the event that a parent cannot be contacted the teacher/SNA will do all that is necessary to make the child comfortable.

Wet/soiled clothes will be put in a plastic bag and parents will be informed of what has happened when they collect their child. Parents are asked to return the clothes given to their child, washed and folded.

A record of such incidents will be kept in the Incident Book in the office.

Parents are informed on this procedure in the Junior Infants induction meeting prior to their child starting school.

Infant teachers will have a change of underwear/clothes in their classrooms. Staff are required to wear protective gloves while changing a child.

**Toileting needs in the ASD Unit:**

* In the situation where a child is still in nappies, the SNAs in the class are fully responsible for nappy changing. Parents are responsible for supplying nappies, wipes and any toiletries needed, eg. nappy bags, creams. Children will only use their own toiletries.
* The staff will only introduce toilet training on the parent’s instruction, when we know the procedure has begun at home, and we will follow the parent’s directions.
* In the ASD classrooms, at present, the toilets/nappy changing rooms are outside the classroom door. In this case, the classroom door will be left open, so that there is adequate adult supervision. All staff will be notified if intimate care is taking place, so that no other children will be left to the toileting area for the duration of care.

**Children with Specific Toileting/Intimate Care Needs:**

It may be the case that a pupil will have an ongoing need for assistance with toileting/intimate care. In all such situations 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 and an application for SNA access will be completed. A written agreement will be signed by parents (Appendix A)

Class teacher/SNA involved in this care will be identified and provision for occasions when staff members may be absent will be outlined (e.g. Substitute SNA’s will not generally be involved in intimate care – In Glenbeg the Principal/Deputy Principal will assist when this situation arises.)

Two members of staff will be present when dealing with intimate care needs.  Staff will wear appropriate PPE - disposable gloves, apron, mask which will be provided by the school. Any change of personnel or procedures will be discussed with the pupil, if appropriate.

Parents will be responsible for ensuring a spare set of clothes will be sent to school with the child in this instance.

As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc., and at all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.

A written copy of the agreement will be kept on the pupils file and parents will be notified of any changes from agreed procedures

**Review:**

This Policy may be reviewed and amended from time to time by the Board of Management. The next scheduled review date is September 2021.

**Ratification:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parental permission for Intimate Care**

Should it be necessary, I give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian with parental responsibility for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_