



***lmetb***

*Bord Oideachais agus  
Oiliúna Lú agus na Mí*

Louth and Meath Education  
and Training Board

## **LOUTH AND MEATH EDUCATION AND TRAINING BOARD**

**TEMPLATE FOR SCHOOL INTIMATE CARE POLICY**

*Ratified by the LMETB Committee on 19/1/2017*



# Coláiste Clavin Intimate Care Policy

## 1. Introduction

The policy aims to give clear direction with regard to staff's interaction with students who require intimate care.

Intimate care is a key area of a person's self-image and respect and as such it is vital that it is practised in a sensitive manner. It is essential that the needs and rights of students and staff are protected and that the highest standards of best practise are ensured at all times in the area of intimate personal assistance.

The level of assistance required will reflect the needs of each individual student at any given time.

## 2. Definition of Intimate Care

Intimate care refers to all aspects of support to a student, whether by direct or indirect contact, which are associated with bodily functions, body products and personal hygiene involving intimate parts of the body.

Direct contact involves physical contact between the student and the staff member. It may involve touching of both intimate and non-intimate body parts.

Indirect contact involves the supervision, observation and prompting of the student to complete personal and intimate care tasks.

Intimate care includes; dressing and undressing (underwear), support with using the toilet, changing of continence pads, washing intimate body parts, showering (if required) and menstrual care.

## 3. Objective

The objective of this policy is to give direction to staff with regard to supporting students in their intimate care needs in a way which promotes the dignity and privacy of the student while also protecting the integrity of the staff involved

## 4. Intimate Care Plan

- In all situations where a student needs assistance with toileting /intimate care, a meeting will be convened, after enrolment and before the child starts school with a view to drawing up an Intimate Care Plan (**Appendix 1**)
- This meeting will be attended by the Parents or Guardians and if appropriate the Student, the Year Head, Special Needs Co-ordinator, Special Needs Assistant/s, the Principal and other relevant staff or professionals involved in the student's care,.
- The specific needs of the student and how the school can best meet those needs will be clarified.
- The staff to be involved in this care will be identified.

- As far as possible the student will be involved in the identification of his/her personal wishes or requirements
- Additional items of clothing and sanitary wear will be provided by parents/guardians as necessary
- A written copy of what has been agreed will be made, signed by the parties involved and retained in the student's file.
- Where a student requires manual handling (lift/transfer) as part of their intimate care needs, manual handling procedures will be outlined in the intimate care plan. Staff will be trained in the use of lifting/transfer equipment in consultation with the student's care givers e.g. occupational therapist.
- The student's intimate care plan will be reviewed at the beginning of each academic year or as needs arise during the year e.g. where there is a change in the student's mobility.
- Parents/Guardians are responsible for keeping the school up to date with any changes to the student's intimate care requirements.

## 5. Procedures

- Two members of staff should be present when dealing with intimate care/ toileting needs.
- Temporary staff and persons in the school on work placements will not be involved in dealing with intimate care needs.
- Any change of personnel will be discussed with the parents/guardians and student
- Provision will be made for occasions when the particular staff involved are absent
- It will not be necessary for two people to administer intimate care however, the door is to be left slightly ajar with the second person remaining outside the door.
- Staff members will be trained in any specific procedures which need to be undertaken in the delivery of intimate care for an individual student.
- Appropriate protective gear will be provided (e.g. gloves, aprons etc.)
- Appropriate disposal of sanitary wear etc. will be provided by parents/guardians.
- Student's intimate care needs will be discussed in private where confidentiality can be maintained.
- In order to promote independence, the student will be facilitated in performing as much of his/her own intimate care needs as he/she is physically able to do.
- Before commencing an intimate care task, the staff member will explain to the student, using an appropriate method of communication, what they are about to do and how they will do it.
- Staff will check in advance that suitable facilities exist for intimate care procedures when on school outings.
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
- A record of intimate care tasks undertaken should be maintained (**Appendix 2**)

Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

A locked cupboard will be available for changing equipment and personal items.

A special room has been designated as the First Aid/Changing room.

## **6. Child Protection**

In a situation where an issue of concern arises while carrying out an intimate care task, the staff member will report this concern immediately to the Designated Liaison Person (DLP).

Such issues may include:

- The student seems unusually sore, tender or bruised
- The student seems to misinterpret what is said or done
- The student has a very emotional reaction without apparent cause
- The student makes an allegation against a staff member

Any concerns will be dealt with by the DLP in accordance with *Children First* and the *Department of Education and Skills Child Protection Procedures for Primary and Post-Primary Schools*.

## **7. Relationship with other school policies**

This policy operates in conjunction with all other school policies, including:

- The Code of Behaviour
- Child Protection Policy
- Special Needs Policy
- Health and Safety Policy

## **8. Implementation**

The Principal, SEN Co-ordinator, SNAs and other relevant staff members will be responsible for implementation of this policy.

The **Principal** is responsible for

- Ensuring that any member of staff who is required to provide intimate care support is made aware of this policy and receives appropriate training and advice prior to supporting a student with his/her intimate care.
- Ensuring that staff members carrying out intimate care fully understand the confidential and sensitive nature of the task and the potential for misinterpretation involved.
- Ensuring that staff members involved in providing intimate care are given the opportunity to advance their skills and expertise in this area.
- Ensuring that any deficits in terms of resources which may affect the manner in which intimate care is delivered are addressed.
- Ensuring that any Child Protection concerns reported by staff members carrying out intimate care duties are addressed immediately.
- Ensuring, with the SEN Co-ordinator, that the Intimate Care Plan is reviewed, with the student and parents/guardians at the beginning of each academic year.

**Staff members** who are required to provide intimate care support to students should:

- Ensure that they are familiar with and comply with this policy.
- Ensure that they are familiar with and comply with the individual student's Intimate Care Plan.
- Report any concerns, which may arise when carrying out intimate care duties, immediately to the DLP.
- Use protective clothing such as disposable gloves and aprons as appropriate when carrying out intimate care tasks.

This policy will be made available to staff, students, parents/guardians via the school's website or on request from the Principal.

### **9. Review and Adoption**

This policy shall be reviewed periodically, in light of emerging legislation and circulated. Guidelines from the Department of Education and Skills, the National Council for Special Education (NCSE), the Health Service Executive or other statutory body.

This policy was adopted by the Board of Management on 13<sup>th</sup> February 2017

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

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Secretary to the Board

Date \_\_\_\_\_

## Appendix 1

### **SAMPLE INTIMATE CARE PLAN** *(to be adapted for school use)*

Name of Student	
Date of Birth	
Year/Class Group	
Parents/Guardians	

<b>Tasks</b>	<b>Requires Intimate Care intervention from staff</b>	<b>Student can perform with Supervision/minimal assistance from staff</b>
Toileting		
Menstruation		
Hand Washing		
Dressing and Undressing for PE		
Supported Eating (including tube feeding)		
Administering Medicines (including skin creams)		

<b>Facilities/Equipment Required</b>	<b>Yes/No</b>	<b>Comments</b>
Changing table/bed		
Grab rails		
Step		
Locker for supplies		
Lever taps (Hot & cold water)		
Mirror at suitable height		
Disposal unit/bin		
Hoist		
Other moving and handling equipment		
Emergency alarm		
Other		

<b>Supplies</b>	<b>Family Supplies</b>	<b>School Supplies</b>
Pads/nappies		
Wipes		
Spare Clothes		

Antiseptic Cleanser		
Cloths/Paper Towels		
Soap		
Disposable Gloves & Aprons		
Disposal Sacks		
Sterilising Fluid and equipment		
Toilet Paper		
Other		

Staff Members	Details of Training Required	Training Given (date)

**Comments**


**Permission for school to provide intimate care**

I/We give permission for \_\_\_\_\_ College to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (e.g. if medication is changed or my child has an infection)

I//We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

1. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

2. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

