



# St. Francis School

Roll No. 19337 Q

RCN No. 20026851

Principal: JOHN MORAN

Deputy Principal: ELAINE R. MULLALLY

BORRIS ROAD,  
PORTLAOISE,  
CO. LAOIS.  
R32 DN24

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## Intimate Care and 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 specific care needs of the child, and how the school will meet them, will be clarified
- Personnel involved in this care will be identified
- 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
- 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 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
- In the first instance, the pupil will be offered fresh clothing to clean and change themselves
- If staff must clean /change the child, two members of staff, familiar to the child will attend to him/her
- Parents will be notified of these accidents
- A record of the incident should be kept

This Intimate Care Policy was adopted by the Board of Management on Tuesday 8th November 2022 and will be reviewed on 7th November 2023

*Fr Paddy Byrne*

*John J. Moran*

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

Chairperson of Board of Management

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

Principal



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**Date:** 8<sup>th</sup> November 2022

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**Date of next review: 7th November 2023**

Signed:

*John J. Moran*

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**John J. Moran, Secretary, Board of Management**

**Secretary Board of Management**