**GAELSCOIL BHAILE MUNNA**

**Polasaí scoile maidir le dlúthchúram páistí agus riachtanais leithris**

Páistí le riachtanais leithris/Dlúthchúraim

* I ngach cás go bhfuil riachtanais aitheanta ag páiste maidir le leithreas/dlúthchúram, eagrófar cruinniú, i ndiaidh don pháiste a chlárú, ach sula dtosaíonn an páiste ar scoil
* Beidh na tuismitheoirí/Caomhnóirí, an Príomhoide, an Múinteoir Ranga, an Cúntoir Riachtanais Speisialta, agus, más iomchuí, an páiste i láthair ag an gcruinniú
* Deanfar soiléiriú ar na sain-riachtanais dlúthchúraim a bhaineann leis an bpáiste, agus an chaoi a mbeidh an scoil in ann freastail orthu
* Ainmneofar na baill foirne a mbeidh baint acu leis na dlúthchúraim don pháiste
* Míneofar na socraithe i gcás duine den fhoireann ábhartha a bheith as láthair
* Beidh beirt bhall foirne i láthair i gcás dlúthchúraim páiste i gcónaí, seachas i gcás go bhfuil socrú ar leith eile déanta leis na tuismitheoirí/caomhnóirí i scríbhinn
* Déanfar aon athrú ar na socraithe a phlé leis na tuismitheoirí/caomhnóirí agus nóta i scríbhinn curtha i gcomhad an pháiste
* Chomh fada agus is féidir beidh dlúthbhaint ag an bpáiste na dlúthchúraim ábhartha dó/di a aithint, a athrú &rl
* Coinneofar cóip scríofa de na socraithe aontaithe ar fad i gcomhad an pháiste
* Tabharfar tús áite i gcónaí do dhígnit agus phríomháideachas an pháiste agus dlúthchúram á phlé
* Caithfear miotóga cosanta agus baill foirne i mbun dlúthchúraim

Timpistí Leithris

* Ag an gcruinniú do thuismitheoirí/caomhnóirí nua i naíonáin bheaga sula dtosaíonn siad ar scoil, déanfar na socraithe maidir le timpistí leithris a mhíniú dóibh, agus iarrfar orthu aon riachtanas ar leith a bhaineann lena bpáiste a chur in iúl don scoil maidir le timpistí leithris
* Coinneofar stoc fo-éadaí glana, stoc glantacháin, brístí reatha, &rl. sa scoil
* Cuirfear éadach glan ar fáil don pháiste chun iad fhéin a ghlanadh agus a athrú ar an gcéad dul síos
* Muna bhfuil an páiste in ann é/í féin a athrú ar chúis ar bith, leanfar an treoir leagtha amach ag a t(h)uismitheoirí/c(h)aomhnóirí mas ann dó
* Más gá do bhaill foirne an páiste a ghlanadh/athrú , tabhbharfaidh beirt a bhfuil aithne ag an bpáiste orthu aire dó/di
* Cuirfear tuismitheorí/caomhnóirí ar an eolas faoi na timpistí seo
* Coinneofar tuairisc den eachtra i gcomhad an pháiste

**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.
* Provision for occasions when staffs are absent will be outlined
* Two members of staff will be present when dealing with intimate care needs unless a specific, alternative arrangement in writing, has been agreed with parents/ guardians.
* Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil’s file.
* As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc.
* A written copy of the agreement will be kept on the pupils file.
* 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, and they will be asked to submit in writing specific wishes regarding toileting accidents.
* 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, for any reason, the child is unable to clean or change themselves, the procedure outlined by parents will be followed, if this procedure is available/ provided.
* 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 will be kept in the pupils’ file.

**Appendix 1**

Elements of Good Practice for Staff

* 1. In the case that a student has an Intimate Care Plan ensure you are completely familiar with the plan.
  2. Address the student by name and ensure he/she is aware of the focus of the activity.
  3. Verbalise your actions to the student in a reassuring way to prepare them for each procedure.
  4. Use visual cues for pupils with limited communication, e.g. pointing at a wipe.
  5. Use appropriate and professional language.
  6. Respect the dignity and privacy of the pupil at all times.
  7. Have all equipment and materials to hand before commencing.
  8. Use discreet observation if checking to see if a nappy needs changing.
  9. Use protective gloves provided.
  10. Take all precautions when disposing of soiled material in the bin provided.
  11. Intimate care procedures will be carried out in a manner which treats the pupil in a dignified and respectful way and allows the student the maximum level of privacy.
  12. The student’s independence will be encouraged.

**PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE**

Child’s Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission to the school to provide appropriate intimate care support to my child.

I will advise the school of any medical complaint my child may have which affects issues of intimate care.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_