



Guidelines

Intimate Care in the Elementary School

The purpose of AISJ is to provide exceptional educational experiences in a diverse and nurturing environment. We cultivate an inclusive community of learners and empower global citizens to fulfill their future purpose.

At AISJ, we are committed to safeguarding and promoting the welfare of students. We are committed to ensuring that all staff who are responsible for the intimate care of students undertake their duties in a professional manner at all times. We are committed to ensuring that students are treated with sensitivity and respect.

What is 'intimate care'?

Intimate care is defined as any care that involves medical care or the washing, touching, or carrying out of a procedure that most children carry out for themselves but which some are too young or otherwise unable to do. Intimate care tasks are associated with health care, bodily functions, bodily products/fluids, and personal hygiene matters, which demand direct or indirect contact with intimate parts of the body of a child.

Examples include support with:

- medical examination due to injury
- dressing and undressing (including underwear)
- changing incontinence pads, diapers
- using the toilet
- washing intimate parts of the body to clean a child who has soiled themselves

It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness, weather, and swimming. Very young or some students enrolled in the Life Skills Pathway (LSP) may, at times, be unable to meet their own care needs for a variety of reasons and may require support. They may also not be able to verbalize their consent for support at all times.

Procedures

It is expected that children will be toilet trained and out of diapers before they start school. It is inevitable that from time to time, students will have accidents that need to be attended to and will require intimate care. Students with disabilities or medical conditions may more frequently require adult assistance with toileting and personal hygiene.

In order to help students become aware of their bodily needs and respond to them in time, at school they always have access to a toilet and are encouraged to be as independent in these activities as is age and developmentally appropriate.

Students in early years and/or the LSP will be reminded at regular times to go to the toilet and encouraged to wash their hands after using the toilet.

As soon as a staff member becomes aware of a toileting or other incident, they will make arrangements for the child to be cleaned and changed. No student will experience discipline or unnecessary negative attention for toileting incidents and will only receive positive encouragement and praise for their endeavors to become independent in this skill.

In the event that a child experiences frequent accidents during the day, the following steps will be taken:

- Parents will be informed and advised of ways to support their child by being toilet trained and able to clean and clothe themselves as per AISJ's admissions procedure.
- Parents may be requested to seek medical guidance to rule out medical conditions.
- In the absence of a defined medical condition, a home-school toilet training action plan will be created in partnership with parents and staff.
- If a child has an identified medical condition with toileting, an action plan will be implemented in partnership with parents and staff.

Student bathrooms, equipped with toilets and sinks, are easily accessible throughout the campus. Pre-K and LSP classrooms have a kit with wet wipes (flushable), plastic bags/paper bags, and disposable protective gloves. If a child soils themselves during school time, one member of staff (teacher/teaching partner/nurse) will help the child while a second member of staff is present (teacher/TP/nurse).

When assisting students with toileting activities, staff members follow this protocol:

- Direct the child to the nearest bathroom
- Coach the child to attend to themselves independently
- Call for a second adult. In the event that the child has defecated, the second adult to assist must be the nurse. The nurse notifies the family of their involvement.
- Wear disposable gloves
- Assist the child, where requested or necessary, to remove their soiled clothes.

- Coach the child to independently attend to the cleaning of their skin. The nurse assists in the cleaning of the skin if required.
- Coach the child to dress themselves independently in their own spare clothes (if available)
- Place soiled clothes in bags to take home
- Teacher to communicate the circumstances and response to parents

At all times, the member of staff pays attention to the emotional state of the child and is respectful of their feelings and needs. If a child is reluctant and refuses support, the parent/guardian will be contacted immediately.

In the event of a significant accident that requires the student to be bathed in order to adequately clean them, or if the parents have not signed the intimate care permission form, the student's parents will be contacted.

Guidelines for intimate care for students with medical or special needs

The management of students with intimate care needs is carefully planned and communicated with the student and their parents/guardians. Staff are supported in adapting their practices to the needs of individual students. Students are supported to achieve the highest level of independence, according to their condition and abilities. Intimate care arrangements are discussed with the student's parents/guardians and recorded in an intimate care plan. The needs and wishes of the student and parents/guardians are considered, wherever possible, within the constraints of staffing and school resources.

Child Protection

Careful consideration is given to the number of staff members who should be present during intimate care procedures. A staff member involved in the intimate care of a student must always ensure another staff member is present within the vicinity. It is not appropriate for volunteers, parent helpers, or cleaners to carry out intimate care procedures. The Code of Conduct and Child Safeguarding Agreement is adhered to at all times. Any concerns should be shared immediately with the Counselor, divisional leadership, or Designated Safeguarding Lead.

The role of parents/caregivers

Parents/guardians acknowledge the Intimate Care Guidelines at enrolment. Parents/guardians of children in early childhood or those with a disability or medical condition who require toileting assistance ensure their children have a complete set of spare clothes available to them each day.