


**RAHA INTERNATIONAL SCHOOL**

**GARDENS CAMPUS**

POLICIES

Policy title	Toilet Accident and Changing Policy
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Prepared by	Name
Clinic Team	Clinic Team

Approving Committee	Name	Signature
Vice Principal	Carol Michelle Pratt	

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## **PURPOSE**

- To promote a positive dialogue between home and school and to implement an action plan in
- agreement with parents/carers, for pupils who need toilet training
- To identify the roles and responsibilities of staff
- To ensure necessary resources are identified and provided
- To ensure children are treated with respect and sensitivity in such a way that their privacy is considered and protected
- To ensure all children are provided with an excellent standard of health and hygiene
- Children should be allowed to exercise choice where possible
- Children should be encouraged to have a positive self-image of their own bodies

## **POLICY STATEMENT**

At Raha International School we have a duty of care for all our children. It is important that children are happy and comfortable during their school day. Situations may arise where children require changing due to a toilet accident or activities because of water play, messy play, weather etc. On these occasions the children will be encouraged to change themselves enabling them to build upon their personal intimate care skills. However, there may be times when the children will need some assistance in the changing process.

## **SCOPE AND DEFINITION**

Intimate care can be defined as any care which involves washing, touching, or carrying out an agreed procedure to intimate personal areas to care for another person. This may be due to their young age, physical difficulties, or special needs. Examples include continence and menstrual management as well as washing, toileting, or dressing.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of the genitals. It also includes supervision of children and young people involved in intimate self-care.

Handling is specified according to age and consider gender differences. For small children preferably female nurse and for older children and young people should be carried out by same gender. The religious and cultural values of children and their families must also be considered.

## **RESPONSIBILITY**

Children will change themselves or be changed if they soil themselves or become uncomfortably wet. The nurse will be informed about the incident if this happens inside the classroom and is a health-related issues. Cleaning and changing will be done at the nearest toilet facilities to where the incident happened. The Learning Assistant should be with the nurse throughout the cleaning and changing process same if the incident occurred in the school clinic area. School Nurse should document the incident in the PROACTIVE. Parents will be contacted either by the teacher in class and/or anywhere in the campus or by the nurse in case it happens inside the school clinic. The school nurse to email parents regarding any soiling incident.

When it becomes apparent that a child is not toilet trained the teacher, the member of the Senior Management Team and the Head of Grades do appropriate actions as agreed with the school and parent/guardian.

## **PROCEDURE**

It is essential to maintain a high level of health and safety at Raha International School to ensure protection of both staff and children. It is recommended but not necessary to wear disposable gloves and aprons whilst dealing with accidents. Soiled clothes to be double wrapped in carrier bags. Soap and hot water to be available to wash hands when the task is complete. Hand dryer or tissue is available for drying hands, and hand sanitizer for disinfecting hands. Once identified, children will not be left in soiled clothing for a length of time. The following steps will be taken to ensure health, privacy, and safety of both staff and children:

- Remove the child to a changing area. The changing will happen in the nearest designated toilet facility where door can be closed but not to be locked. The child should not be exposed in public for a long period.
- Alert another member of staff.
- Collect all the needed materials and clothing. If there are no extra clothes available in class, the office of the secretary and the lost & found area can be used for replacement.
- Adult to wear disposable gloves and disposable apron. (Optional)
- Child to undress as appropriate and clean themselves as much as possible under the guidance of adult.
- If the situation requires more than a wet-wipe, parents/carers will be contacted to establish if they could arrange collection of the child.
- Soiled clothes to be double wrapped in carrier bags and given to parents/carers when the child is collected.
- Children should dress themselves in clean clothing and be taken back to class unless they are collected and taken home.

- Changing area to be cleaned and disinfected promptly by the housekeeping management including the soiled area where the accident happened.

## **SAFEGUARDING CHILDREN AND ADULTS**

Anyone caring for children, including teachers and other school staff, have a duty to care and act like any reasonable prudent parents. Staff have a duty to make sure children are healthy and safe. Only school employees will be allowed to change children. All staff should be familiar with this policy. The duty of care extends to staff leading activities off site such as educational school trips. However, staff will be given a choice as to whether they can render the intimate care.

## **SENSITIVITY AND RESPECT**

Adults should always be aware of children’s feelings and reactions and ensure their privacy and confidentiality. Clear instructions and explanations will be given to the children. Clean clothes of the right size will be given to the children. Some children are reluctant for adults outside of their family to care for them. In this instance, special arrangements will be made for family members to come in. Staff need to be aware that children develop at different rates and progress needs to be encouraged and praised.

## **CROSS REFERENCES**

- [Taaleem Intimate Care Policy 2018-2019](#)
- <https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/intimate-care-policy.pdf>
- <https://government.ae/en/information-and-services/social-affairs/children-Federal Law No. 3 of 2016>
- <https://www.haad.ae/haad/Portals/0/Policy%20on%20Patients%20Rights%20and%20Responsibilities.pdf>

## **Revision Log**

Date	Changes	Reviewed By
Sep 2022	New	Carol Pratt

Aug 2024	Policy Review	Carol Pratt
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