

STUDENT PERSONAL CARE

Background:

Livingstone Range School Division ensures all students have access to Educational services regardless of physical abilities or health needs. Providing reasonable accommodations to ensure that students with disabilities or special needs can participate fully in educational activities, including personal care, in a manner that respects their dignity and privacy.

Aware of their responsibilities to provide inclusive and respectful care to all students. Students may have health problems and require diapering or assistance with toileting and/ diapering. These tasks are to be performed with dignity and respect for the student in a private, safe, secure setting. The student's welfare is of paramount importance, and his/her experience of personal care is to be positive. Students are to be assisted in developing the greatest possible independence in personal care. Staff may be required to provide direct personal care, hand-over-hand assistance, or to provide the student with verbal direction in personal care. Actions such as donning gloves and a jacket/apron suggest that there is a different level of service being provided to the individual student than the usual relationship between the staff member and student in the classroom environment. When providing direct personal care, or hand-over-hand direction, the staff member is to ensure that there are appropriate barriers used such as gloves, large cloths, etc. Staff will work in close partnership with parents and other professionals to share information and provide continuity of care.

Definition:

Personal care is defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some students are unable to do so because of their young age, physical difficulties or other special needs. Examples include care associated with incontinence and menstrual management and help with washing, toileting or dressing. Personal care also includes supervision of students involved in intimate self-care.

Procedures

1. The following are the fundamental principles upon which this procedure is based:
 - 1.1 every student has the right to be safe;
 - 1.2 every student has the right to personal privacy;
 - 1.3 every student has the right to be valued as an individual;
 - 1.4 every student has the right to be treated with dignity and respect;
 - 1.5 every student has the right to be involved and consulted on their own intimate care to the best of their abilities;
 - 1.6 every student has the right to express their views on their own personal care and have such views taken into account;
 - 1.7 every student has a right to have levels of personal care that are as consistent as possible.

2. If a student wets and/or soils themselves and is capable of self-care and does not have a care plan in place, their parent will be notified. If necessary, parents will be requested to bring a change of clothing to the school or come to check that the student is clean. If the school is unable to contact the parent or emergency contact, the student will be assisted, in accordance with the school procedure, where necessary. Services will be documented and the parent notified.
3. Students who require regular assistance with personal care are to have a written personal care plan in their Individual Student Plan that has been signed by the parents, the principal and staff involved. The plan is to be reviewed annually with the parents, staff involved and the principal or designate. The plan will include procedures for educational day trips if applicable.
4. Where relevant, the parents and school personnel are to agree upon appropriate terminology for the private parts of the body and functions, and this is to be noted in the plan.
5. A written log will be kept, in a format defined by the principal, by the staff who provide personal care services to a student. The logs will be stored in the principal's file and kept in accordance with the Freedom of Information and Protection of Privacy Act in stored student files.
6. All students will be supported to achieve the highest level of autonomy that is possible, given their age and abilities. Staff will encourage each individual student to be as independent as possible.
7. Staff are to be aware of this administrative procedure, as well as procedures for handling of blood and body fluids, and be encouraged to seek advice for aspects of the procedures not understood.
8. Staff who provide personal care are to speak to the student personally by name, explain what they are doing, and communicate with the student at all times during the care.
9. Any individual member of staff is to inform another appropriate adult when they are going alone to assist a student with intimate care. If the student is older and of the opposite gender, two staff members will assist the student.
10. Adults who assist students with personal care are to be employees of the Division, not student teachers or volunteers.
11. Training opportunities will be offered through community agencies / training modules in providing personal care.
<https://myhealth.alberta.ca/topic/Pediatric-Rehabilitation/pages/daily-living-skills.aspx>
12. If the student is reluctant or refuses to participate in the self care/ is "fighting" the changing procedure (kicking/punching/unwilling), parents/guardians/emergency contacts will be notified to come pick up/ assist in the changing procedure at school in a timely manner.

13. Basic Procedure – Diapering

- 13.1 Inspect the designated changing area and make sure that all of the necessary equipment and supplies are available;

- 13.2 Put on the disposable apron/jacket if required;
- 13.3 Prepare the table/surface where the student will be changed by wiping with a sanitized cloth and/or by placing protective paper on the table surface;
- 13.4 Talk to the student while moving through the steps of care;
- 13.5 Remove soiled diaper and place covered waste in the receptacle;
- 13.6 Clean student using wipes, soap and water;
- 13.7 Dispose of soiled gloves and put on a clean pair of gloves;
- 13.8 Place clean diaper on student;
- 13.9 Remove paper and clean the surface with Sani-cloth.

14. Basic Procedure -Toileting

- 14.1 Put on gloves;
- 14.2 Prepare toilet by wiping with a sanitized/disinfectant cloth and/or placing protective paper;
- 14.3 Talk to the student while moving through the steps of care;
- 14.4 Assist student with clothes;
- 14.5 Transfer and/or assist student to toilet;
- 14.6 If required, stabilize the student on toilet seat;
- 14.7 Assist student with cleaning, if required;
- 14.8 Dispose of soiled gloves and assist student with cleaning if necessary.

15. Equipment/Supplies to be provided by the school:

Diapering	Toileting
Running water, soap and towels	Privacy space / stall
Adjustable changing table or changing mat	Non-latex gloves
Private space	Sanitizer and disinfectant
Non-latex gloves	Supply of soap, toilet paper, wipes and paper towels
A covered and lined refuse receptacle for waste and contaminated PPE	Disposable aprons
Sanitizer and disinfectant	Disposable cloths
Table covers	Small bags for diaper disposal
Small bags for diaper disposal	
Supply of soap, toilet paper, wipes and paper towels	
Disposable aprons	
Disposable cloths	

16. Safety

- 16.1 Changing and toileting will be done in an accessible but private space.
- 16.2 Privacy and safety of individuals will be secured.
- 16.3 Should circumstances warrant or staff feel uncomfortable in specific circumstances, they may request that another adult stand outside the toileting/changing area.

17. Parents' Responsibilities

- 17.1 Understand and agree to the school procedures followed during changing.
- 17.2 Demonstrate to the staff members how personal care is provided at home.
- 17.3 Share with the staff the terminology and vocabulary used at home to describe care and body parts.
- 17.4 Agree to inform the principal should the student have any marks/rash.
- 17.5 Agree how often the student should be routinely changed if the student is in school for the full day and who will be doing the changing.
- 17.6 Provide the necessary products (ie diapers, feminine hygiene products) and a change of clothes, when necessary.
- 17.7 Agree to student being washed (wipes/ water only) and changed, if necessary. (In extreme cases - parents will be asked to pick up the child to clean properly before returning to school)
- 17.8 Complete AHS online training session.
- 17.9 Work with the school based OT to implement a training schedule at both home and school.

18. Staff Responsibilities

- 18.1 Agree to change the student, should they soil themselves or become wet.
- 18.2 Agree how often the student should be routinely changed if the student is in school for the full day and who will be changing them.
- 18.3 Agree to review arrangements, in discussion with parents, should this be necessary.
- 18.4 Document when the student is toileted or changed in a log book, as well as indicate any concerns or issues if noted at that time.
- 18.5 Inform the parents and administrator/designate if the student is noted to have any marks/rash.
- 18.6 Provide a changing area to allow student privacy/dignity.
- 18.7 Package wet and soiled clothes to send home.
- 18.8 Designate a staff member to change the student, including another named person in case of illness/absence.
- 18.9 Provide a consistent approach by working with the school based OT to implement a training schedule at both home and school.

18.9 (a) Participate in training.

19. Student's Responsibilities

19.1 Student to be encouraged to participate in the personal care process if appropriate i.e.: wiping themselves, pulling up their pants.

19.2 Students will be expected to become more independent with personal care as they are developmentally able.

Adopted: September 2024

References

Alberta Education Inclusive Education Policy- Guide to Education 2023/24

Alberta Human Rights Act - 2023

Section 11, 33, 197 -Alberta Education Act - Dec. 2023

Freedom of Information and Protection of Privacy Act

Occupational Health and Safety Act, SA 2020

Emergency Medical Aid Act Occupational Health and Safety Act Guidelines for Child/Student