

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: STUDENT PERSONAL CARE

PROCEDURE CODE:	626 AP 004
Policy Reference: 626 – Administration of Medication and Medical Care	Exhibits: 626 E 005 – Record of Student Personal Care

OVERVIEW

The Division is committed to ensuring that students requiring personal care are treated with dignity and respect in a private and safe setting. Staff may be required to provide direct personal care, hand-over-hand assistance, or to provide the student with verbal direction in personal care. As a basic principle students will be supported to achieve the highest level of independence that is possible given their age and abilities.

The purpose of this document is to set out guidelines that safeguard students and staff by providing a consistent approach to ensure health and safety guidelines are always adhered to and the needs of every individual are met appropriately. Staff will work in close partnership with parents and other professionals to share information and provide continuity of care.

DEFINITIONS

Personal care is defined as any care which involves bodily functions, body products, or personal hygiene which most individuals usually carry out themselves, but some students are unable to because of their age, physical, developmental, or medical needs. Examples include care associated with continence and menstrual management, stoma and ostomy care, washing, toileting/diapering, or dressing/undressing. Personal care also includes supervision of students involved in self-care.

RESPONSIBILITY

Parent Responsibilities:

1. Share with the school how personal care is provided at home.
2. Consent to the ISP and Medical Management Plan.
3. Inform the school should the student have any abnormal skin conditions.

4. Provide the necessary products (i.e., diapers, feminine hygiene products, medications/ointments) and a change of clothes, when necessary.

School/Staff Responsibilities:

1. Have a primary person identified and trained for assisting every student and designate a back-up.
2. Document personal care activities by completing the Record of Student Personal Care (626 E 005), as well as indicate any concerns or issues noted regarding physical changes in a student's presentation (e.g., unexplained marks or bruises, soreness, rash etc.). Inform parents if the student is noted to have any abnormal skin conditions.
3. Have a specific, private area designated for personal care activities.
4. Always use latex free gloves and disposable supplies (i.e., diapers, change pads, and wipes). Never flush any disposables, even if they are marked as flushable. Use leak resistant bags for any items that must be disposed of.
 - 4.1. If disposable diapering supplies cannot be used due to a student's medical condition, any non-disposable diaper must be leak-proof and held in place without the use of diaper pins (e.g., using Velcro-style fasteners) and a plan must be developed, in consultation with parents for the sanitary treatment of diapering materials.
5. Place any soiled clothing in a leak resistant bag and then in a second bag (double bagged) to send soiled clothing, cloth diapers or plastic/rubber pants to student's home. This should be done daily.
6. Follow the lifting/transferring technique demonstrated by the occupational/physical therapist. Two staff may be required for this process. Refer to the MHPSD Student Support Protocol – Lifts and Transfers.

PROCEDURE

1. The following are the fundamental principles upon which this procedure is based:
2. Every student has the right to be safe;
3. Every student has the right to personal privacy;
4. Every student has the right to be valued as an individual;
5. Every student has the right to be treated with dignity and respect;
6. Every student has the right to be involved and consulted on their own personal care to the best of their abilities;
7. Every student has the right to have levels of personal care that are as consistent as possible.
8. Any student that requires regular help with personal care will have this documented in the ISP. Where relevant, the parents and school staff are to agree upon appropriate terminology for the private parts of the body and functions, and this is to be noted in the plan.
9. A written log will be kept by staff that provide personal care services to a student.



10. 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 and/or come to check that the student is clean. If the school is unable to contact the parent, the student will be assisted, in accordance with this procedure, where necessary. Assistance will be documented by completing the Record of Student Personal Care (626 E 005), and the parent notified.

REFERENCES

[Policy 626 – Administration of Medication and Medical Care](#)

Infection Prevention and Control Protocol

Student Support Protocol – Lifts and Transfers

626 E 005 – Record of Student Personal Care

Approved: October 2, 2023

