

Section:	Safe and Healthy Schools	
Title:	Provision of Personal Care for Students	3.12.1

Purpose

To provide clear guidelines for staff and ensure careful collaborative planning with families for each student where personal care is required.

General Guidelines:

The protocols outlined in this procedure, aim to do the following:

1. Safeguard the privacy, rights, dignity and well-being of students and staff.
2. Protect the student, their family and the staff providing care.
3. Promote independence, choice, and participation for students in their own personal care.
4. Ensures all staff are aware of appropriate standards and methods required for providing personal care.
5. Require that appropriate facilities are available for the students with respect to their age and needs.
6. Include students having the right to have control over their own bodies and personal care routines.

Student Rights:

1. Have the right to assistance that respects their dignity and privacy, and to feel safe when being moved or handled.
2. Have the right to feel comfortable with the adults working with them, and to make it known when the comfort level has changed or is not there.
3. Should be encouraged to engage in the care procedure, to know what is happening and give permission at each stage, including having the right to say 'No'.

Procedure:

District Responsibilities:

1. Review the procedure regularly with Administrators.
2. Coordinate with facilities work order for renovations. Consult with Occupational Therapist or Physical Therapist (OT or PT) as needed.
3. Provide consultative support to school teams upon request.

Administrator Responsibilities:

1. Work in consultation with the parent/caregivers and staff in the development of a personal care plan.
2. Ensures staff follow the Personal Care Protocol for children developed by 'Community Options' or use the MPSD Personal Care Plan Template.
3. Conducts a risk assessment with staff for health and safety considerations.
4. Provides required Personal Protective Equipment, such as, wipes, gloves, mask, face shield and any cleaning materials.

5. Keeps a record of training and ensures staff are documenting in the care log.
6. Ensures all new staff are knowledgeable with the protocols and that they receive the appropriate assistance from more experienced staff, family and/or therapists.
7. Include the Occupational Therapist and/or Physical Therapist for equipment planning and lift and transfer training.
 - Alert OT/PT if there are changes in EA assignments for students that require assistance with lifts/transfers for personal care and further training is required.
 - Alert OT/PT if there are changes in the student's health/medical status and further review by OT/PT is required.
 - Alert OT/PT if there are any concerns with current lift/transfer recommendations and if there are concerns with equipment being used for personal care (e.g. lifts, slings, change table etc.).
8. Plan for absences where the regular staff who knows the student is a backup for short absences. Casual Education Assistants would assist as a last resort where possible.
9. Ensures that staff understand the duty to report.

Teacher Responsibilities:

1. Develops the personal care plan in consultation with the school team and family.
2. Communicates with parents regarding the personal care plan.
3. Provides guidance to Education Assistants regarding the personal care plan.
4. Adhere to health and safety guidelines and any corresponding safety or behaviour plans.
5. Support students to achieve the highest level of autonomy that is possible given their age and abilities.
6. Carefully communicate with each student who needs personal care in line with their preferred means of communication.
7. Posts visual supports such as cues, sequencing cards, or scripts in assigned washrooms.

Educational Assistant Responsibilities:

1. Follow the personal care plan for each student.
2. Adhere to health and safety guidelines and any corresponding safety or behaviour plans.
3. Wash hands prior to, and after assisting a student, use gloves and Personal Protective Equipment as determined in the risk assessment.
4. Support student to wash hands after visiting the toilet or receiving personal care.
5. Clean the changing area after use. For significant clean up, this may require custodial support.
6. Dispose soiled products in designated disposal bin.
7. Securely wrap and bag soiled clothes in a double bag and give to the family at the end of the day.
8. Document care procedures in the personal care record and provides information to the teacher and/or administrator.
9. Only carry out duties that they feel they understand fully and are competent with and asks the teacher or administrator for further clarification if needed.
10. Ensures, every time, that they have the student's consent before assisting with personal care and staff would respect a student's answer, including 'no'.
11. Ensure that recommendations for lifts and transfer are followed as recommended by the OT/PT, and to alert the administrator/teacher and other applicable staff if there are changes in the student's medical/health status for if the lift/transfer technique is no longer working.
 - Alert administrator/teacher and other applicable staff or the OT/PT if there are concerns with the lift equipment (including sling) or with the change table or other adapted bathroom equipment.

Parent/Caregiver Responsibilities:

1. Work with the school team to develop and amend the plan as required.
2. Provision of supplies such as disposable pads, diapers, wipes etc.
3. Provision of change of clothing as needed.
4. Provision of plastic bags for returning soiled clothing.
5. Washing of soiled clothing.

References:

- *Community Options for Children and Families – Personal Care Protocol for Children*
- [SPECIAL EDUCATION SERVICES: A Manual of Policies, Procedures and Guidelines. Appendix H.10 Steps for Protection against Germs and Disease.](#)
- [Education Authority: Guidance on the provision of intimate care to children and young people at school.](#)
- [Aberdeenshire Council: Intimate Personal Care – Guidance for schools, parents, children and young people.](#)
- [nice – Policy Intimate Care.](#)
- [St. George's: Intimate and Personal Care for Students with Disabilities Policy.](#)
- [BCTF/CUPE: Roles and Responsibilities of Teachers and Education Assistants.](#)
- [Reporting Child Abuse in BC.](#)

Forms:

- [MPSD Personal Care Plan Template](#)
- [Sample Personal Care Log](#)
- [Parent-Guardian Personal Care Consent Form](#)
- [Staff Training for Personal Care Plan](#)
- [Risk Assessment for the Delivery of Personal Care](#)

Date Adopted:

Date Amended: **July 2021 (formerly AP #119)**