**Guidance for Student’s with Toileting Needs**

When toileting and diapering students, the following guidelines should be considered in order to protect the safety of both students and staff and to ensure that proper procedures are used for these activities. Due to the wide range of disabilities and the various ages and physical sizes of students who require these services, these procedures should be tailored to each individual student’s specific needs.

**Case Manager Responsibilities**: The case manager is the first point of contact and should facilitate training for their team and paraeducators.

1. Contact any related service providers (PT, OT, Health) to provide training in their service areas as needed. For example, PT can train the staff on transferring and transporting the student.
2. Establish a time to train paraeducators on basic procedures.
3. **It is strongly recommended that two adults always be present when performing these tasks.** Discuss a plan with your team.
4. Consider using a bathroom log as a data tool and safety precaution.
5. Teams should consider whether information needs to be added to the IEP present levels as well if a goal is needed.
6. Designate an appropriate location for the student and staff to access the facilities. The health office may be restricted due to COVID protocols.
7. Request supplies such as wipes/diapers/pullups from the child’s family. If they are unable to supply these items, reach out to your site’s councilor for support options and guidance.
8. Gloves may be requested from Student Service Center.
9. Specific equipment needs should be requested through related service providers.

**Paraeducators Responsibilities:**

1. When you receive a student with diapering or toileting needs, it is important to have a discussion with your supervisor about the case history and specific needs of the child. Toileting and diapering a student is a significantly different experience than toileting and diapering your own family member. Contact your lead teacher to request child-specific training and instructions.
2. Review specific needs with the student’s case manager. This is extremely important because it will provide information regarding the needs and equipment necessary for the student. It may also include goals such as whether the student is progressing towards independent toileting and may require documentation for Medicaid in Public Schools (MIPS) as a billable service.
3. Complete your Buzz course on Universal Precautions. The changing of gloves and cleaning of the surface is to avoid cross-contamination of infected or contagious material and is a safe handling procedure, which should be practiced.

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**Toileting**

**Basic Procedures:** these tasks should be performed with dignity and respect for the student and in a private, safe, secure setting.

* Use the log to note time, names and staff initials
* Escort student to changing area
* Put on PPE – gloves (sleeves and aprons if necessary)
* Talk to student about what you are doing
* Assist student with clothes
* Transfer and/or assist student to toilet if needed
* If required, stabilize student on toilet seat
* Clean student when finished
* Dispose of soiled gloves and put on clean pair of gloves
* Assist student with clothes
* Transfer student from toilet
* Wash your hands and assist/supervise student handwashing

**Diapering**

**Basic Procedures:** these tasks should be performed with dignity and respect for the student and in a private, safe, secure setting.

* Use the log to note time, names and staff initials
* Inspect the designated changing area and make sure that all of the necessary equipment and supplies are available in the area (i.e. gloves, wipes, water, soap, etc.)
* Bring student to changing area
* Prepare table/surface where student will be changed by wiping with a sanitized cloth and/or by placing protective paper on the table surface.
* Wear appropriate Personal Protective Equipment — gloves (sleeves and apron if necessary)
* Talk to student about what you are doing
* Transfer student to changing table. Remember, if a transfer is needed, follow guidance given by related service provider and/or case manager
* Remove soiled diaper and place in a covered waste receptacle
* Clean student using wipes
* Dispose of soiled gloves and put on clean pair of gloves
* Place clean diaper and clothing on student
* Transfer student from changing area
* Remove paper and clean surface with Sani-cloth
* Wash your hands and assist/supervise student handwashing

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Bathroom Log

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|  |  |  |  |  |  |  |  |  | Date |
|  |  |  |  |  |  |  |  |  | Time In |
|  |  |  |  |  |  |  |  |  | Student Initials |
|  |  |  |  |  |  |  |  |  | Staff Initials |
|  |  |  |  |  |  |  |  |  | Time Out |
|  |  |  |  |  |  |  |  |  | Notes |