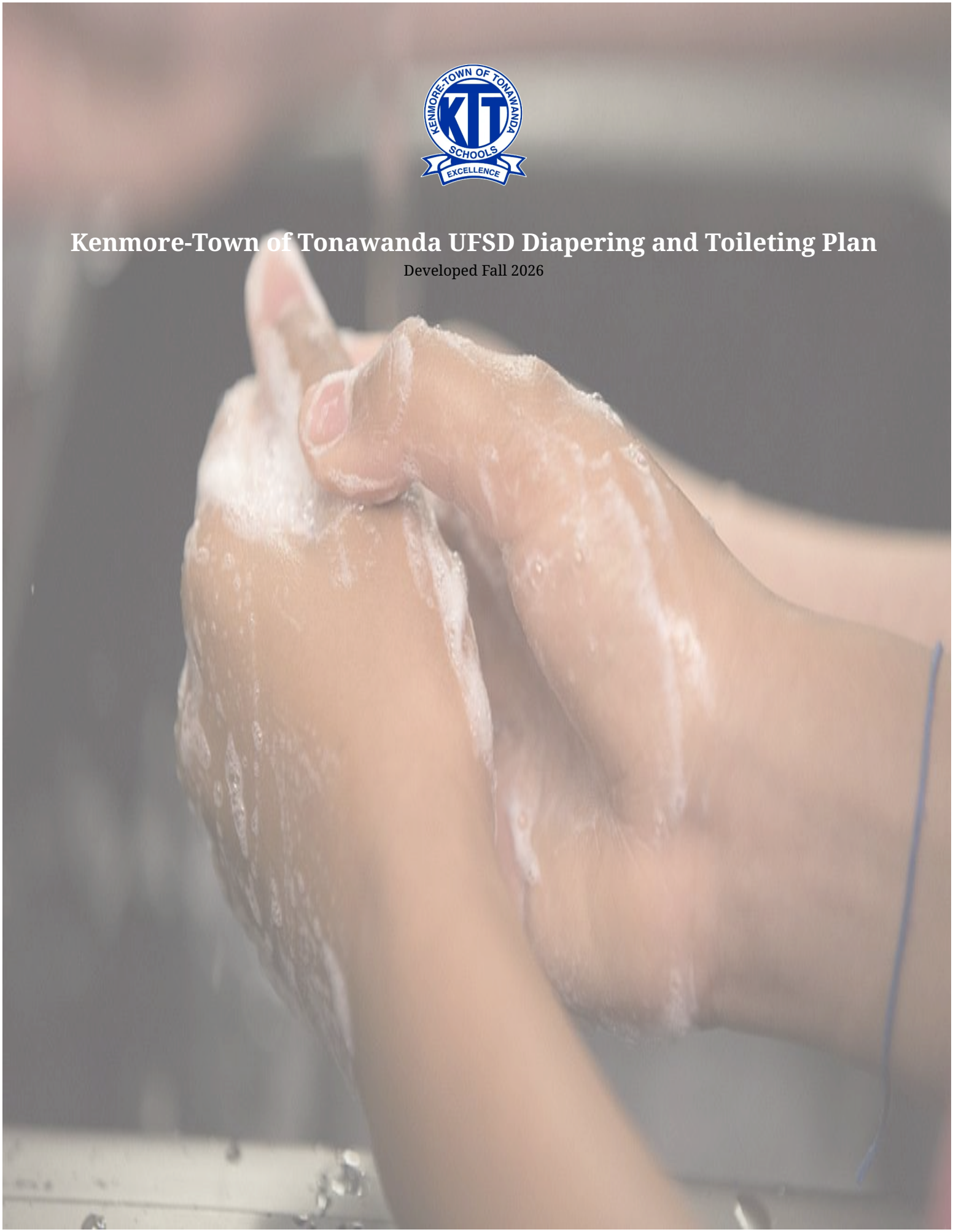

Kenmore-Town of Tonawanda UFSD Diapering and Toileting Plan

Developed Fall 2026

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Background & Overview

This page provides an overview of the required components of the district's diapering and toileting plan through clear procedures, communication practices, and attention to individual student needs.

Staff Roles & Responsibilities

This section encourages staff to delegate the responsibilities for supporting students' diapering and toileting needs in designated private areas and ensure practices that protect each child's dignity.

Area & Supplies

This section prompts reflection of expectations for designated diapering and toileting areas, staff practices that protect student privacy, and clear procedures for ensuring needed supplies and extra clothing are available

Supervision

This section invites consideration of how staff will uphold required ratios, supervise students safely during diapering and toileting, and provide direct or indirect oversight based on documented individual needs.

Training & Education

This section prompts thinking about required health-and-safety training for staff who assist with diapering and toileting and identifies the guidance they will follow to support students' toilet learning and personal care needs.

Family Communication & Involvement

This section supports deeper analysis of how the district will share its diapering and toileting protocols with families, provide resources in multiple languages, communicate about individual student needs, and honor cultural considerations.

Background & Overview

The New York State Education Department (NYSED) has mandated that school districts develop uniform statewide protocols for student diapering and toileting in public school settings. This applies to public school districts, public schools, BOCES, special act school districts, approved private schools for students with disabilities, state-supported schools, and approved preschool special education programs not licensed or regulated by other state agencies.

Key Requirements

Schools must establish clear, age-appropriate plans that define staff roles, maintain student privacy, specify supervision levels, and make protocols available to parents upon request. Schools must provide annual health and safety training for relevant personnel covering facility sanitation, blood-borne pathogen standard precautions, and respectful, culturally responsive toilet learning.

Facility & Hygiene Standards

Restrooms and diaper-changing areas must be clean, safe, operational, and accessible. Changing areas must feature covered, lined waste receptacles and be located as close as possible to handwashing sinks (which cannot be used for food preparation). Required supplies must be maintained on site, including toilet paper, soap, paper towels or hand dryers, disposable gloves, wipes, plastic bags for soiled clothing, extra diapers/Pull-Ups, and step stools or potty seats.

Student Rights & Non-Discrimination

Restroom access must be provided without unreasonable delay during instructional and extracurricular time. Schools are strictly prohibited from suspending, disenrolling, or excluding any student from participation based on their toileting status. Toileting accidents must be handled with sensitivity, without punishment, exclusion, or shaming.

Specialized & Pre-K Supports

Preschool and school-age students with disabilities must receive all required toileting supports, services, and specialized equipment per their IEP or Section 504 Plan. Pre-K policies must adapt toilet learning to individual needs, partner with families for adequate supplies/clothing, and ensure information is provided to multilingual families in their preferred language.

For more information, please see the Office of Early Learning's Student Diapering and Toileting webpage, which includes a comprehensive FAQ as well as additional guidance and resources.



Staff Roles & Responsibilities

Responsibility	Designated Staff Member(s)
Who will assist students directly with diapering and toilet training needs?	Classroom or personal aides will assume primary responsibility. In some instances, students may require support from the classroom teacher or the school nurse, depending on the situation. If the need is more medical in nature, the school nurse should be a resource.
Who is responsible for cleaning designated diapering and toileting areas and ensuring they are properly supplied?	The building cleaning and/or custodial staff will be responsible for cleaning these areas and ensuring proper supplies are readily available.
Who is responsible for training staff on how to assist students with or without disabilities with diapering and toileting training?	Depending on the scope of the need, responsibility for training staff may range from the school nurse, special education teacher, parent, or anyone else with specific knowledge of the student's needs.
Who is responsible for training staff on how to properly clean and maintain diapering and toileting areas to ensure they are safe, sanitary, and hygienic?	This is the primary responsibility of the Buildings and Grounds department as the cleaning and/or custodial staff is responsible for cleaning these areas.

Area & Supplies

Where will staff assist students with diapering and toileting?

Diapering and toileting will take place primarily in the restroom or any designated changing facilities, including the health office.

How will staff maintain student privacy in the designated area?

Staff will close the door or utilize a mat or curtain, depending on what is available in the designated space.

Who will be responsible for providing supplies for diapering and toileting?

This is the responsibility of the district, building, and parents to help in supplying necessary materials. Buildings are primarily responsible for keeping a list of what is needed and for purchasing. See the list of required supplies below.

Who is responsible for providing an extra set of clothes in the event a student requires them?

This would be between the parents and the health office to supply extra sets of clothing in case of emergency.

Required Supplies List

- ★ toilet paper
- ★ soap
- ★ paper towels or hand dryers
- ★ disposable gloves
- ★ wipes
- ★ plastic bags for soiled clothing
- ★ extra diapers/Pull-Ups
- ★ step stools or potty seats
- ★ extra clothing

Supervision

How will staff supervise students during diapering and toileting?

This will be determined on a case-by-case dependent on student needs. One adult is sufficient in most cases; however, for more sensitive cases (as determined by the student's team), two adults may be necessary. This will be written in an individual plan for a student.

How will an appropriate student to staff ratio be maintained in each classroom while staff assist students with diapering and toileting needs?

This will be determined by the classroom team in collaboration with the administrative team. The building administration will provide coverage in the case when a diapering/toileting routine takes a lengthier amount of time based on a child's needs.

How many adults will be required when assisting a student with diapering and toileting? How will the rest of the class be supervised during this time?

This is determined on a case-by-case basis due to accessibility needs. The classroom team will review to ensure safety and security for all.

How will individual student needs be determined and documented?

This will be determined by the classroom team on the given individual diapering/toileting plan document.

Training & Education

What health and safety training on diapering and toileting will be required for staff? Who will provide the training?

Training will be coordinated by the District Medical Director/Director of School Health Services in collaboration with school nursing staff, special education personnel, and other appropriate district professionals. Additional guidance may be provided by occupational therapists, physical therapists, behavioral specialists, or other related service providers when appropriate to meet individual student needs.

Staff will receive training upon assignment to responsibilities involving toileting or personal care, with additional training and guidance provided as needed.

What training will staff receive on how to assist students with toilet learning and personal care needs in a respectful and developmentally appropriate way? Who will provide the training?

Training will include:

- Developmental Understanding: Recognizing individual differences in toileting readiness, developmental abilities, and the progression of toilet learning.
- Respectful Personal Care: Providing assistance in a manner that protects student privacy, dignity, and modesty while encouraging independence to the greatest extent possible.
- Toileting Procedures: Instruction on appropriate toileting routines, hygiene, handwashing, changing clothing, and maintaining a clean and sanitary environment.
- Individualized Support: Following individualized toileting plans and accommodations for students with developmental, physical, behavioral, or medical needs.
- Recognizing and Communicating Needs: Identifying signs that a student needs assistance, communicating concerns, and documenting progress or recurring difficulties as appropriate.
- Safety and Infection Control: Following universal precautions, proper use of personal protective equipment (PPE), and appropriate procedures for handling bodily fluids and maintaining infection control.
- Positive Reinforcement: Using encouragement, patience, and positive reinforcement without punishment, embarrassment, or negative language related to toileting accidents or delays.

What additional guidance will be available on how to assist students with toilet learning and personal care needs?

Staff are encouraged to request additional training if necessary.

Family Communication & Involvement

How will the district inform families about its diapering and toileting protocols? How and where will the plan be made available to families?

This plan will be made available on the district website in conjunction with any individualized plans that are developed by the classroom team and reviewed with parents. A Board of Education policy may be required by the state in the future to provide additional information as well.

What resources will be made available to families regarding diapering and toileting?

Any individualized plans, classroom plans, or district general guidance will be discussed with families by the school team. This district plan will be available on the Kenmore-Town of Tonawanda UFSD website. Additional resources are available with the school nurse.

How will the district communicate with families about individual student diapering and toileting needs?

Individual plans will be developed and reviewed with the parents. Classroom plans will be shared with families by the classroom teacher.

How are cultural differences considered? Is information provided in multiple languages?

This plan is available on the website, which can be translated as needed. It can be reviewed with families with an interpreter when necessary.