



TITLE: Special Education Policy for Diapering and Toileting Students

DATE: February 8, 2018

PURPOSE: Annual special education training for toileting/diapering skill trainings have been implemented to ensure that special education staff who provide diapering and toileting as part of the instructional program for children with special education needs are being followed. SDUSD District requires all employees to complete mandatory on-line trainings, monthly safety professional development trainings throughout the school year. These practices ensure safety to special education staff performing and students requiring this service.

DUE DATE:

1. School Site Administrator is responsible for ordering needed items for ordering supplies needed for changing diapers/toileting, changing table and privacy screens if needed (before school year). See Attachment A
2. All staff are required to complete the mandatory Universal Precaution & Blood Borne Pathogen on-line trainings upon being hired and at the beginning of each new school year (within the first 6 weeks).
3. Special Education staff need to consult with school site administrators each month for the scheduled safety trainings that are provided at each site.
4. Special education staff will be trained in the diapering/toileting procedure by the supervising site case manager or other skilled designee. This will be done at the beginning of each new school year (within 2 weeks). See Attachment B

BEST PRACTICE:

Two adults should always be present when performing these tasks. Staff may request training or seek advice from the school nurse, the physical/occupational therapist, the teacher and parent regarding diapering and toileting students.

ADDITIONAL INFORMATION:

For additional safety information, visit the SDUSD Safety Management page:
<https://www.sandi.net/staff/safety-management/safety-management>

Diapering

Students may require diapering due to health, physical or intellectual problems which necessitate the use of diapers. These students may require changing either on a daily, scheduled basis or on an “as needed” basis. In any event, these tasks should be performed with the dignity and respect for the student and in a private, safe, secure setting apart from the classroom.

The Basic Procedure

When you receive an assignment to diaper or toilet a student, 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 school nurse and occupational and physical therapy providers and request child-specific training and instructions for students with unique physical challenges to ensure student safety.

The student you are working with may have special needs requiring special procedures. This information should be included in the IEP or 504 plan (the classroom teacher has these documents) which are tailored specifically for the student with whom you are working. This is extremely important because it will provide very important information regarding the special needs and equipment necessary for the student. It should also include goals and objectives such as whether the student is progressing towards independent toileting.

- 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 the changing area
- Prepare table/surface where student will be changed by wiping with a sanitized cloth and placing protective paper on the table surface.
- Wear appropriate Personal Protective Equipment (PPE) – gloves (sleeves and apron if necessary).
- Talk to student about what you are doing
- Transfer student to changing table (*see equipment). Remember, if a transfer is needed, plan the transfer with the staff and student with whom you are working.
- Removed soiled diaper and place in a waste receptacle (receptacle should be emptied every 2 hours)
- Clean student using wipes
- Dispose of soiled gloves, wash hands with soap and water while 2nd adult tends to the student, and put on a clean pair of gloves
- Place clean diaper on student
- Transfer student from changing area

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- Remove paper and clean with disinfectant spray/cloth
- Wash hands with soap and water

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. The proper removal and disposal of gloves should be included in the bloodborne pathogen training offered at your school.

Equipment/Supplies

- Refer to Attachment A
- Hand washing sink requires hot water. Water temperature not to exceed 120°F.
- Locked storage cabinet for supplies that is accessible to changing area.

Toileting

As with diapering students, toileting is another task that requires a certain amount of equipment and supplies in order to ensure the safety of both students and staff. There are different reasons why a student may require assistance with toileting, including physical and intellectual impairment as well as toilet training in the early grades (pre-K and Kindergarten).

The Basic Procedure

- Escort student to restroom/changing area
- Prepare toilet by wiping with sanitized/disinfectant wipe and/or placing protective paper
- 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 on toilet seat
- Clean student when finished
- Dispose of soiled gloves and wash hands with soap and water while 2nd adult tends to student. Put on clean pair of gloves.
- Transfer student from toilet
- Assist student with clothes
- Wash hands with soap and water.