



Department: Human Resources
Section: Employee and Labour Relations

Employees may be required to provide personal care and/or services to students which include:

1. toileting and hygiene needs.
2. transferring and positioning students in the toilet.
3. cleaning students after a bladder or bowel movement.

Specifically

- 1.0 All employees should be properly trained in the procedures and/or standard infection control precautions.
- 2.0 All students requiring toileting procedures should be given courtesy and consideration appropriate to his/her physical ability, cognitive level, behavioural concerns, age and gender.
 - 2.1 Every reasonable effort will be made to respect the student's right to privacy.
 - 2.2 Where a physical disability exists and lifting is required, appropriate lifting procedures and apparatus should be used to support the student, giving consideration to his/her size, weight, balance, and fears. To respect this level of support, appropriate training should be given to those required to fulfill this procedure.
 - 2.3 Wherever and whenever possible, the student should be nurtured and encouraged towards becoming independent in as many steps in the toileting procedure as possible which should also be acknowledged in the IPP.
 - 2.4 Where there are behavioural concerns, preparation should be made to meet these anticipated needs before they occur so safety of all (student, caregiver, others) is covered to the best of one's ability.
 - 2.5 Where possible toileting assistance will be provided by an employee of the same gender as the student unless otherwise mutually agreed upon.
- 3.0 All schools where student toileting is required should have, if possible, private toileting spaces, specifically designed toilets, rails and lifts, change and bathing facilities, and waste and soiled clothing disposal facilities.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: March 1/06

Ref: BP 305.24

Monitoring Date: Annually

Revised: