

**Administrative Procedures
Diapering and Toileting
Special Education and Related Services for Eligible Students**

*****These procedures shall be posted in the designated diaper changing area*****

Purpose and General Rules

Students at Hawthorn Academy (the "School") may require diapering and/or toileting help due to developmental level or health, physical, or cognitive disabilities. Such students may require diapering and/or toileting on a scheduled or on an as-needed basis. School personnel shall perform these tasks with dignity and respect for the student in a private and safe setting. Students shall not be denied entry into or removed from any educational program if they have not mastered these skills.

Due to the wide range of disabilities, both physical and cognitive, and the various ages and physical sizes of students who require these services, these procedures shall be tailored to each individual student's specific needs. Training on these procedures may be provided by the School nurse or physical/occupational therapist (if any), other School personnel, or the affected student's parent(s). The student may have special needs requiring specific procedures, and such information shall be included in a student's IEP or Section 504 plan.

School personnel involved in changing diapers or toileting have the potential to spread germs and diseases. Following proper procedures and room set-up will reduce the risk of spreading illnesses. All School personnel involved in diapering and/or toileting shall complete the School's blood borne pathogen training prior to participating in the diapering and/or toileting of students and annually thereafter.

Parents shall supply diapers, wipes, a change of clothing, and all other necessary supplies for their student. The School shall supply approved cleaners/wipes for surfaces, gloves, and other necessary protective equipment.

All diapers, wipes, and other necessary protective equipment and supplies, including cleaning/sanitizing supplies, shall be available and easily accessible in the School's designated diaper changing area. Cleaning/sanitizing supplies should be kept out of reach of students.

School personnel involved in diapering and/or toileting should receive the hepatitis B vaccine.

School personnel who prepare or serve food in the School shall not change a student's diapers or assist in toilet training.

Two adults shall always be present when performing diapering and/or toileting. Also, when possible, diapering and/or toileting shall be performed by adult School personnel who are the same gender as the student.

Diapering Procedures

- School personnel shall check each student's diaper at least once every two hours and change the diaper promptly if it is wet or soiled. If the student is sleeping at the end of a two-hour period, the diaper shall be checked when the student awakes. In addition, each student's diaper shall be checked just prior to the end of their school day and before pick up.
- The diaper changing surface shall have a solid, smooth, non-absorbent surface, be kept in good repair. School personnel shall never change a student's diaper directly on the floor, and students shall not be left unattended on the diaper changing surface.
- When changing a student's diaper, School personnel shall:
 - Bring the student to the diaper changing area and ensure no other students or unauthorized School personnel are present in the area when changing the diaper.
 - Talk to the student about what they are doing.
 - Wear appropriate Personal Protective Equipment (PPE) – including gloves and, if necessary, sleeves and an apron.
 - Prepare the diaper changing surface by wiping it with a sanitized/disinfectant wipe and/or placing protective paper or another covering on the changing surface.
 - Transfer student to changing surface. The plan for doing this shall be discussed with the student's parent prior to diapering the first time.
 - Remove a soiled diaper and place it in a diaper genie (or other trash can that is puncture resistant, is lined with a leak-proof plastic bag, and has a biological waste symbol on it (hereafter "appropriate trash can")).
 - Clean student using wipes or soap and water.
 - Remove and dispose of soiled gloves in a diaper genie or other appropriate trash can or leak proof bag, and put on a clean pair of gloves.
 - Place the clean diaper on the student.
 - Make sure the student's clothing is clean and dry. If not, change the student's clothing and send home soiled clothing in a sealed plastic bag.
 - Transfer the student from the changing area.
 - Remove and dispose of any protective paper or other covering in a diaper genie or other appropriate trash can and clean the changing surface with a sanitizer registered by the U.S. Environmental Protection Agency for that purpose and according to the manufacturer's instruction. All sanitizer containers shall be properly labeled and stored in the diaper changing area out of the reach of children and students.
 - Wash hands using soap and water.
 - Put on clean pair of gloves and dispose of leak-proof plastic bag in outside dumpster
 - Wash hands using soap and water.

- The diaper genie or other appropriate trash can shall be cleaned and sanitized daily.

Toileting Procedures

When a student requires toileting help, School personnel shall:

- Escort the student to the bathroom.
- Talk to the student about what they are doing.
- Put on PPE – including gloves and, if necessary, sleeves and an apron.
- Prepare the toilet by wiping it with a sanitized/disinfectant wipe and/or placing protective paper on it.
- Assist the student with clothing.
- Transfer and/or assist the student to the toilet.
- If required, stabilize the student on the toilet seat.
- Clean the student when finished, as necessary.
- Make sure the student's clothing is clean and dry. If not, change the student's clothing and send home soiled clothing in a sealed plastic bag.
- Remove and dispose of soiled gloves in an appropriate trash can.
- Transfer the student from the toilet.
- Supervise and ensure the student correctly washes his or her hands after using the bathroom.
- Wash hands using soap and water.