

Department: Human Resources
Section: Employee and Labour Relations

As identified through the program planning process, specified in a program plan and under the direction of the teacher(s), when a student cannot, or should not, perform these activities independently, an employee may be required to:

- ensure a safe and respectful environment when meeting personal care needs of students;
- supervise students personal care to ensure a safe environment;
- assist students with physical and mobility challenges, as specified in their program plan, by lifting and positioning, exercising, transferring from or to transportation;
- assist students with routines, such as, toileting, dressing, feeding, and personal hygiene;
- assist in the operation of support equipment, including lifts and assistive technology;
- administer medication and oral inhalant according to the AVRSB's Policy on *Administration of Prescription Medication to Students Administrative Procedure*;
- carry out medical procedures (e.g., catheterization, tube feeding) when trained and authorized, according to Board policies and/or guidelines;
- accompany students to community-based educational programs in order to assist with personal care needs;
- assist with program support relating to personal care, when specifically directed and monitored by teacher(s); and,
- contribute to Program Planning Team meetings and other required meetings regarding the personal care needs of the student.

Specifically

- 1.0 All employees should be properly trained in the procedures and/or standard infection control precautions.
- 2.0 All students requiring personal care procedures should be given courtesy and consideration appropriate to their 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 are to be used to support the student, giving consideration to the safety of the student and employee and the size, weight, balance, and concerns of the student. 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 personal care procedure as possible which should also be acknowledged in the IPP program plan.

- 2.4 Where there are behavioural concerns, preparation should be made to meet these anticipated needs before they occur so that safety of all (student, caregiver, others) is covered to the best of one's ability.
- 2.5 Where possible, consideration will be given to provide assistance by an employee of the same sex as the student.
- 3.0 All schools where student personal care 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: October 13/17