

Huron-Superior Catholic District School Board

Guidelines re Toileting Emergencies of Primary Students

**does not apply where educational assistant support has been assigned*

Students in the primary division, especially JK/SK, may have toileting emergencies/accidents from time to time and may require assistance from an adult. These guidelines are in place for those occasional emergencies/accidents. In an effort to protect the dignity of each child who might wet or soil themselves, the following guidelines have been established.

- Each September or as required, JK/SK teachers will request that parents bring a change of clothes for their children and advise them of the procedures that will be followed should their child wet or soil themselves. At the same time, parents will be asked to provide the teacher with any special instructions (e.g. their preference to be called before assistance is provided).
- When an accident occurs, although it is preferable that two adults are present, an adult in the classroom can volunteer to provide assistance to the child. Co-op or placement students will not be permitted to assist in this task. (In those situations where there is no volunteer to assist the child, the principal/vice-principal will be contacted immediately to make arrangements.)
- The following procedure will be followed:
 - Without drawing attention to the situation and in a calm manner, the adult(s) will escort the child to the nearest washroom.
 - In accordance with the universal precautions, protective gloves must be worn at all times when providing assistance with toileting and/or changing or handling of soiled/wet clothes.
 - The washroom door is to remain open or partially open keeping in mind the dignity of the child.
 - Assist the child in changing soiled/wet clothes and direct/guide them verbally in using wet wipes or toilet paper to clean themselves. If the child is unable to do this by themselves, the adult may assist using hand-over-hand but it is recommended that a second adult be present.
 - Place the soiled items in a plastic bag (to be returned to the parent).
 - The adult will ensure both they and the child wash their hands with soap and water after handling soiled items.
 - Escort the child back to the classroom.
- The parent will be contacted by the teacher or designate as soon as possible after the incident.