



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES TOILETING EMERGENCIES OF PRIMARY STUDENTS

These procedural guidelines are intended to provide direction to employees who work in primary classrooms where educational assistant support has not been assigned.

Students in the primary division, especially kindergarten, 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 children who might wet or soil themselves, the following guidelines have been established.

- Each September or as required, kindergarten / primary 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 children 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 universal precautions, protective gloves must be worn at all times when providing assistance with toileting and/or changing or handling of soiled or wet clothes.
  - The washroom door is to remain open or partially open, keeping in mind the dignity of the child.
  - The adult(s) will assist the child in changing soiled/wet clothes and direct or guide the child verbally in using wet wipes or toilet paper to clean him/herself.
  - If the child is unable to do this by him/herself, the adult may assist using hand-over-hand, but it is recommended that a second adult be present.

- The soiled items are to be placed in a plastic bag, which will 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.
- The adult will escort the child back to the classroom.
- The parent will be contacted by the teacher or designate as soon as possible after the incident.