Para Protocols

DIAPERING/TOILETING

In response to requests from members regarding proper practice for diapering and toileting protocols for students in New York City schools, the United Federation of Teachers Safety and Health Department developed the following guidelines in order to protect the safety of both students and staff and to ensure that proper facilities are used for these activities.

Due to the wide range of disabilities, both physical and mental, and the various ages and physical sizes of students in the NYC school system who require these services, these procedures should be tailored to each individual student’s specific needs.

It is strongly recommended that two adults always be present when performing these tasks.

DIAPERING

Students may require diapering due to health, physical or mental problems which necessitate the use of diapers. These students may require changing either on a daily, scheduled basis or on an "as needed" basis. In any event, these tasks should be performed with dignity and respect for the student and in a private, safe, secure setting.

The Basic Procedure

When you receive an assignment to diaper or toilet a student, it is important to have a discussion with your supervisor about the case history and specific needs of the child. Toileting and diapering a student is a significantly different experience than toileting and diapering your own family member. Contact your school nurse and occupational and physical therapy providers and request child-specific training and instructions.

The student you are working with may have special needs requiring special procedures. This information should be included in the IEP or 504 forms (the classroom teacher has these forms) which are tailored specifically for the student with whom you are working. This is extremely important because it will provide very important information regarding the special needs and equipment necessary for the student. It should also include goals and objectives such as whether the student is progressing towards independent toileting. If the IEP is incomplete, you should have a conversation with the teacher.

- Inspect the designated changing area and make sure that all of the necessary equipment and supplies are available in the area (i.e. gloves, wipes, water, soap, etc.)
- Bring student to changing area
• Prepare table/surface where student will be changed by wiping with a sanitized cloth and/or by placing protective paper on the table surface.
• Wear appropriate Personal Protective Equipment — gloves (sleeves and apron if necessary). Please refer to the charts at the end of this document for the FAMIS numbers for these items.
• Talk to student about what you are doing
• Transfer student to changing table (*see equipment). Remember, if a transfer is needed, plan the transfer with the staff and student with whom you are working.
• Remove soiled diaper and place in a covered waste receptacle
• Clean student using wipes, soap and water
• Dispose of soiled gloves and put on clean pair of gloves
• Place clean diaper on student
• Transfer student from changing area
• Remove paper and clean surface with Sani-cloth

The changing of gloves and cleaning of the surface is to avoid cross-contamination of infected or contagious material and is a safe handling procedure which should be practiced. The proper removal and disposal of gloves should be included in the bloodborne pathogen training offered at your school.

Equipment/Supplies

The following list of equipment and supplies identifies the minimum necessary to provide the safest environment for both students and staff.
• Running water, soap and towels
• Adjustable changing table. At the minimum, an unbroken, clean, sturdy surface off the floor should be provided; you should NOT have to diaper on the floor or on a desk.
• Lifting device. Depending on the size and mobility of the student, some equipment may be needed to assist in the safe handling of a student. This may include: Hoyer lift, transfer belt, transfer board, and electronic lifting device with appropriate slings. Discuss with the IEP team the importance of specifying on the IEP what lifting and transferring equipment is needed.
• Privacy curtain
• Gloves — non-latex in different sizes and lengths to appropriately fit all staff.
• Sleeves, aprons, masks (as required by task)
• A covered and lined refuse receptacle for waste and contaminated PPE
• Sanitized and disinfectant cleaning cloths for surfaces
• Chucks and/or table paper
• Supply of soap, toilet paper, wipes and paper towels
• Paper towels

Facilities

While we would want the ideal for all staff and students in the form of modern, spacious changing areas, that is not the reality. Many of our schools are old and were not built to
accommodate the various needs of our students. However, this does not mean that our students should be treated with any less dignity and respect.

Schools should have these basic facilities:
- Running water
- Handicapped accessible stalls
- Adequately ventilated
- Storage cabinet (locked) for supplies that is accessible to changing area

**TOILETING**

As with diapering students, toileting is another task that requires a certain amount of equipment and supplies in order to ensure the safety of both students and staff. There are different reasons why a student may require assistance with toileting, including physical and mental impairment as well as toilet training in the early grades (pre-K and Kindergarten).

**The Basic Procedure**

- Escort student to changing area
- Prepare toilet by wiping with a sanitized/disinfectant cloth and/or placing protective paper
- Put on PPE – gloves (sleeves and aprons if necessary)
- Talk to student about what you are doing
- Assist student with clothes
- Transfer and/or assist student to toilet
- If required, stabilize student on toilet seat
- Clean student when finished
- Dispose of soiled gloves and put on clean pair of gloves
- Transfer student from toilet

**Additional Recommendations**

- ✓ If you are involved in toileting and/or diapering students, you must receive OSHA Bloodborne Pathogen Training, which includes topics such as universal precautions, personal protective equipment and procedures to follow if you have a blood or body fluid exposure. You should also receive the hepatitis B Vaccine “free of charge.”

- ✓ You may request training or seek advice from the school nurse, the physical/occupational therapist, the teacher and the parent regarding diapering and toileting students.

- ✓ If you have any questions regarding the above protocols, discuss them with your chapter leader or union representative. For additional information, you can contact the UFT Safety and Health Department at 212-701-9407.
If you have been exposed to blood:

- Wash the affected area with soap and water immediately.
- You should seek medical attention immediately or as soon as possible within 48 hours of exposure.

Please follow the steps below when reporting a bloodborne (BBP) exposure incident:

- Fill out an UFT Incident Report at the school or on the UFT website [www.uft.org](http://www.uft.org) (Safety-Discipline Report.)
- Fill out a DOE Occurrence Report at the school with the school secretary. (You should receive a Reference No. generated from this report.)
- Contact your site administrator who is the trained BBP person at the school so you can be given the BBP exposure forms.
- Contact the DOE Occupational Safety & Health Dept. at (718) 935-2319 to notify them of the BBP exposure.
- Contact the UFT Safety and Health Department at (212) 510-6460 so we can assist you. We will help you fill out any forms and can mail forms to you if you cannot get them at your school.
## FAMIS Numbers for Personal Protective Equipment

### GLOVES

<table>
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<tr>
<th>FAMIS NUMBER</th>
<th>DESCRIPTION</th>
<th>UNIT OF MEASURE</th>
<th>PRICE</th>
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<tr>
<td>43170080X</td>
<td>GLOVES, VINYL, LIGHTLY POWDERED, DISPOSABLE, BOX\100, SMALL</td>
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### APRONS

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<td>430841108</td>
<td>APRON, DISPOSABLE, CLEAR 28&quot;X46</td>
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<td>430841124</td>
<td>APRON, DISPOSABLE, WHITE 28&quot;X46</td>
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### SLEEVES

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<td>430841205</td>
<td>SLEEVE, PLASTIC, DISPOSABLE</td>
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### HAND SANITIZER (For Staff ONLY)

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<td>430010060</td>
<td>HAND SANITIZER (FOR STAFF ONLY), ALCOHOL GEL WITH ALOE</td>
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### SANI-CLOTH PLUS WIPES

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<td>WIPE, GERMICIDAL, SURFACE CLEANER, SANI-CLOTH PLUS, DISPOSABLE, 14.85% ALCOHOL, 6 X6.75,</td>
<td>160 WIPES IN CANISTER</td>
<td>$5.70</td>
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</table>
Adjustable Changing Tables

Hill Laboratories Company

During manipulation, therapy, or mobilization, the HA90 makes your job easier by elevating to the perfect work height. You will appreciate the reduction in bending and back stress and your patients will appreciate easy access onto the table provided by the variable height. Gliding quietly and smoothly, the HA90 elevates from 20" to 33" with a touch of the foot pedal. All mechanisms are completely enclosed to ensure safety for you and your patients. The standard HA90 has a 24" wide top with 1 1/2" foam. Various options such as 27" and 30" widths, an extra foot pedal, special-density foam, face cut-out, and a choice of height ranges allow you to customize the HA90 to your specific needs.

Hill HA90 One Section Physical Therapy/Exam Table
Contact: Paul Menke at Dale Professional Supply (800) 962-5551

For more information contact: Marc Eiselman, DOE Office of Purchasing Manager.
Prekindergarten children come to school at varying levels of development. **Children cannot be denied entry to or removed from any Prekindergarten program if they have not yet mastered all of their developmental milestones.** The following toileting guidelines and resources can assist you in helping children learn how to go to the bathroom successfully and independently.

### A. To Learn to use the Bathroom
1. All staff members are involved in helping a child learn how to use the bathroom.
2. Be patient, consistent, positive, and use praise to help children become successful.
3. Children need reminders about using the bathroom; seeing other children going is a big help.
4. Supervise children in how to correctly wash their hands after using the bathroom. Children need to wash their hands right away by:
   - using running water and liquid soap;
   - scrubbing all parts of their hands;
   - rinsing the soap off;
   - drying with a paper towel; and
   - using the towel to turn off the faucet.

### B. To Clean up after Toileting Accidents
**All staff members assist with accidents**, following the universal precautions required of health care workers.
1. The purchase of appropriate supplies is necessary for accidents such as: disposable gloves, bleach, non-scented/non-allergic wipes, mild soap, and training pants. Examination paper is needed to cover changing table for each change.
2. For younger children under the age of three using a changing table is advisable. For older children three and up use the bathroom, leave the door open and have another staff member assist.
3. All staff members must wear disposable gloves for every change.
4. Use mild soap and water to wash the child and the non-scented wipe if necessary to insure that the child is cleaned.
5. Staff members use diluted bleach and water to clean up any areas infected. Use a spray bottle with one quart water and a capful of bleach or ¼ cup of bleach per one gallon of water. If you can smell the bleach you know you need more water,
6. Extra set of clothes that include underpants are required.
7. Assist the child in putting on clean underpants.
8. Demonstrate and help the child wash their hands as described in section A: 5 above.

### C. Resources: The following resources will support you in your efforts.
1. **Comprehensive Training Program**
   - The Program for Infant-Toddler Caregivers
   - Prime Times: A Handbook for Excellence in Infants and Toddlers Programs, Jim Greenman and Ann Stonehouse –Ch10

2. **Parenting Education:** Parents should be advised to do one or more of the following to support the training needs of the child:
   A) Contact their pediatrician for medical advice on how to proceed with training at the preschool age or
   B) Share some appropriate reading around the toileting needs of children. Some useful texts include:
   - Zero to Three, May 2003 Volume 25 no.5 Culture and Caregiving: Goals, Expectations and Conflict -since parenting is very culturally sensitive, staff that works with parents need to become familiar with child rearing practices and expectations of diverse groups.
   - Once Upon A Potty (boy) by Alona Frankel published by Israel: Harper Collins, 1979
   - Everyone Poops by Taro Gomi published by Kane/Miller 2001
   - PJ and Puppy by Cathryn Falwell published by Clarion Books 1997
   - Lift the Lid, use the Potty by Annie Ingle published by Random House 2001
   - Mommy! I have to go Potty! A Parents Guide to Toilet Training by Jan Faull
   - Toilet Training in Less Than a day by Nathan Asrin