



Procedures for Personal Care of Students

Relevant School Policies: Privacy, Manual Handling, First Aid

Some students have specific transfers or methods of manual handling. These are detailed in a Safe Work Procedure. Please check with classroom or therapy staff.

For students who require the use of a change table:

- Make sure that you have everything you need handy, before placing student on the change table.
- Do not leave student on the change table unattended.
- Use a fresh pair of disposable gloves for each student - throw in rubbish bin after use, or if soiled put in Nappy Bin. Aprons are also available if needed.
- Wipes are available on shelf above change table - dispose of in nappy bin.
- The Change table should be lowered or raised as required to aid you and to reduce the need for bending.
- Used nappies, pads, and wipes should be placed in a nappy bin.
- Clean the change table with spray cleaner and paper towel after each use.
- If the table or area is soiled with faeces, ensure that all solid matter is wiped away before using spray cleaner. The area can then be wiped dry with paper towel.
- Soiled clothes should be rinsed and placed in reusable wash bag (provided by parent/carer) or a plastic bag before being put into school bag to go home.
- Notify parent/carer of soiled clothes in their bag (in person, communication diary)
- Make sure that you return spare clothing etc. to the student's bag.
- Please leave the area clean and tidy.
- Don't forget to wash your hands with hand wash after attending to each student.

Please also respect the student's privacy and confidentiality by:

- Closing toilet and bathroom doors. Knocking & requesting permission to enter – waiting for a reply.
- Not unduly exposing the student when they are dressing and undressing.
- Gaining consent and telling the student before commencing any personal care.
- Keeping the number of people involved in student's personal care to a minimum.
- Considering and supporting the individual's preference and cultural beliefs when providing personal care e.g. male versus female attendant.