# Northeastern Catholic District School Board

## TOILETING FOR STUDENTS

**Administrative Procedure Number: APE005-3**

## POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to the belief that every student can learn and develop their full potential as children of God. The NCDSB believes that it is the shared responsibility of home, community, and school partners to design and implement an instructional program appropriate to meet the needs of each student. All students should feel safe at school and deserve a positive school climate founded on the principles of equity, inclusivity, and acceptance.

## REFERENCES

*Education Act*

NCDSB Policy
- E-2 Prevalent Medical Conditions
- E-4 Student Enrolment
- E-5 Special Education
- E-6 Provisions of Health Support Services in School

NCDSB Administrative Procedure
- APE002 Prevalent Medical Conditions
- APE006 Provisions of Health Support Services in School

## DEFINITIONS

**Infectious disease**
Disorders that are caused by organisms, usually microscopic in size, such as bacteria, viruses, fungi, or parasites that are passed, directly or indirectly, from one person to another.

**Rule of Two**
A safeguarding practice that requires the presence of at least two staff members when providing toileting or personal care support to a student.

**Staff providing toileting support**
Board employees who have received appropriate training and are assigned the responsibility of assisting students with toileting and/or continence care as part of their regular duties. These staff members may include Educational Assistants (EA), Early Childhood Educators(ECE), or other personnel as designated by the Principal.

**Student who requires toileting support**
A student who, due to developmental, physical, medical, or other identified exceptional needs, requires assistance from trained school staff to safely, hygienically, and respectfully manage toileting or continence care during the school day. This support may include scheduled toileting routines, diapering, physical assistance, adaptive equipment, or direct assistance.

**Toilet trained**
A student is considered *toilet trained* when they can recognize the need to use the toilet and independently, or with minimal assistance, complete basic toileting tasks—such as using the toilet, managing clothing, and washing hands.

## PROCEDURES

### 1.0 GENERAL PROVISIONS

**1.1** The dignity for every student will be preserved and a high level of privacy, choice and control will be provided to students.

**1.2** Students are expected to enter school toilet trained, unless there are extenuating medical reasons.

**1.3** All NCDSB schools are required to implement a common toileting plan that outlines specific steps in the implementation of toileting practices for students who require toileting assistance for medical reasons.

**1.4** Collaboration with families and caregivers is essential to creating a safe and personalized care plan for students requiring toileting assistance.

**1.5** Staff providing toileting support must be appropriately trained and supported. This includes but is not limited to the following:

i) Infectious disease awareness and prevention;
ii) Proper use of personal protective equipment (PPE);
iii) Health & safety training relating to biohazards:
iv) Child Protection education and awareness.

**1.6** Staff must comply with health and safety standards at all times.

**1.7** All toileting support to students will be conducted using the "rule of two" whereby two employees are present, unless there is an emergency school situation (such as but not limited to a fire, a lockdown, or evacuation). If a child can change themselves with verbal support from a staff member, the "rule of two" does not apply.

## 2.0 INDIVIDUAL TOILETING SUPPORT PLANS

**2.1** A toileting support plan will be developed for any student who requires regular toileting for medical reasons. The plan will be developed in consultation with parents/guardians, relevant school staff, and health professionals, if appropriate.

**2.2** The toileting support plan will outline the level of support required, communication needs, preferred equipment and/or supplies, and emergency procedures.

**2.3** Toileting support plans should be reviewed regularly and updated as needed.

## 3.0 RESPONSIBILITIES

### 3.1 School Board Responsibilities

i) Provide training to employees who assist with the toileting of students.
ii) Provide personal protective equipment (PPE).
iii) Regularly review and update this administrative procedure to align with best practices, equity commitments, and legal requirements.

### 3.2 Principal Responsibilities

i) Facilitate the development of a toileting support plan for a student who requires toileting for medical reasons.
ii) Monitor the proper implementation of the toileting procedures.
iii) Communicate with staff and families about matters relating to the toileting support plan and/or related student issues.

### 3.3 Staff Responsibilities

i) Comply with all health and safety regulations and training.
ii) Complete necessary training requirements including education training, equipment training, meet with health professionals, if required.
iii) Comply with medical instructions given by a physician and deemed necessary during school hours.
iv) Confirm student consent prior to engaging in toileting support. Staff will never toilet a student who says “no”.
v) Practice the “rule of two” in all instances where toileting assistance is a provided to a student. This will ensure that staff will not be alone with a disrobed student in an enclosed space.
vi) Consistently implement proper hygiene practices to reduce the spread of infectious disease.
vii) Complete a toileting log for all students who require toileting assistance.

### 3.4 Family Responsibilities

i) Provide and maintain communication with the school regarding the toileting needs of their child.
ii) Provide a change of clothes, a plastic bag for soiled clothing, supply wipes and diapers/pull-ups.

iii) Sign the appropriate consent forms if toileting assistance is required to accommodate a medical need.
iv) Participate in meetings and/or conversation with the Principal as it relates to the toileting needs of their child.
v) Attend to the school as soon as possible to assist their child in a toileting emergency or unplanned toileting situation.

## 4.0 FACILITIES AND EQUIPMENT

**4.1** All NCDSB schools must a have a designated toileting area. Students will not be changed in educational, play, or public areas, or any location used for the preparation of food or drink.

**4.2** The designated toileting area must ensure accessibility and be cleaned regularly.

**4.3** The designated toileting area must be equipped with appropriate personal protective equipment (PPE) including but not limited to:

i) Access to a sink, with proper hand washing soap and paper towels;
ii) Non-latex disposable gloves;
iii) Face masks;
iv) Disposable aprons;
v) Disposable wet wipes;
vi) Disinfectant spray;
vii) Disposable absorbent paper towel;
viii) Disposable disinfectant wipes;
ix) Changing mat.

**4.4** The designated toileting area should also have plastic bags to be used to return soiled clothing home.

**4.5** Identify a safe storage place for student-specific supplies.

**4.6** Handwashing, disposal of biohazards and sanitizing information should be posted in the school, and preferably in the designated toileting area.

## 5.0 PRIVACY, CONSENT, AND DOCUMENTATION

**5.1** Students should be involved in their care decisions to the greatest extent possible.

**5.2** Toileting procedures must be conducted in private, secure spaces with clear boundaries.

**5.3** Verbal consent should be obtained each time support is provided.

**5.4** Staff performing toileting assistance must complete the appropriate log entries. Any incidents, accidents, or concerns must be documented and communicated to the appropriate school personnel.

## 6.0 EMERGENCY STUDENT SITUATIONS

**6.1** In the case of soiling or unexpected accidents, staff will respond promptly and discreetly.

**6.2** Backup plans and supplies should be in place to manage such occurrences safely.

## 7.0 TOILETING ASSISTANCE FOR STUDENTS WITHOUT MEDICAL NEEDS OR PHYSICAL CONDITIONS

**7.1** When a child appears to have toileting issues who does not have medical documentation, the Principal or designate will meet with the parent/guardian to discuss the concerns.

**7.2** Should a pattern of incontinence that is not age-appropriate be observed by staff, the Principal will facilitate a meeting with the parents/guardians to discuss concerns and encourage the parents/guardians to schedule an appointment with a medical professional to rule out any medical issues.

**7.3** Every effort will be made by the Principal or designate to contact parents/guardians to notify them of an accidental bowel movement or toileting accident for a student who does not require regular toileting assistance. In such cases where a parent/guardian cannot be reached, a staff member will be assigned to provide assistance.

**7.4** All such incidents will be logged accordingly.

## 8.0 RELATED FORMS AND DOCUMENTS

Template: Toileting Support Plan
Template: Toileting Log

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**Date:** August 2025