

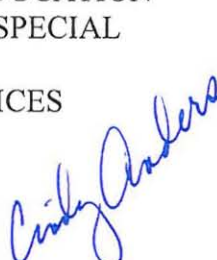
ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

MEMORANDUM

JUNE 28, 2011

TO: CAROL COMEAU, SUPERINTENDENT  
ED GRAFF, ASSISTANT SUPERINTENDENT, INSTRUCTION  
MIKE HENRY, EXECUTIVE DIRECTOR, HIGH SCHOOL  
EDUCATION  
LESLIE VANDERGAW, EXECUTIVE DIRECTOR, MIDDLE  
SCHOOL EDUCATION  
LINDA CARLSON, EXECUTIVE DIRECTOR, ELEMENTARY  
EDUCATION  
DOUG GRAY, DIRECTOR, E.C.E. SPECIAL EDUCATION  
LINDA GRIFFITH, DIRECTOR SECONDARY SPECIAL  
EDUCATION  
DIANE POAGE, DIRECTOR, RELATED SERVICES  
SCHOOL PRINCIPALS

FROM: CINDY ANDERSON, EXECUTIVE DIRECTOR  
SPECIAL EDUCATION



SUBJECT: BUILDING LEVEL TRAINING REQUIRED FOR EMPLOYEES  
PROVIDING PERSONAL CARE FOR STUDENTS

Personal care training is required annually and as needed throughout the year for all staff involved in providing personal care for students with disabilities. The term "personal care" references the toileting and/or changing assistance provided by District staff to students with disabilities.

**Primary Responsibilities for Training**

**Special education case managers, special education department chairpersons, and school nurses** will collaborate to provide this mandatory training. These staff members will identify students attending their school/program who require personal care assistance and identify building staff who will be providing personal care.

**Special education teachers, teacher assistants** and other assigned staff will attend student specific trainings at least annually. Special education teachers will insure that persons assigned to special education self contained classrooms are cross-trained so that there is sufficient coverage available to provide personal care in the event of an absence,

i.e. more than 2 persons should be trained on each student so that untrained personnel will only provide assistance in personal care activities.

**School nurses** will conduct student specific training and maintain documentation of student specific training as required herein.

**Principals** will assure mandatory training has occurred as needed for staff in their building.

### **Times for Required Training**

Training will occur annually and in the event of any of the following circumstances:

1. Upon entry of a student who requires personal care assistance into a new program,
2. Upon the assignment of new personnel, special education teacher or TA to provide services or supervision for a student who requires personal care, including the assignment of a long term sub teacher or TA,
3. Upon notification by healthcare provider or parent that the student's medical condition has changed or requires specific monitoring

### **Documenting the Training**

Documentation of attendance and dates for "Training regarding the personal care for specific students" will occur through MLP.

Documentation of student specific training will be entered into the student's file in Zangle by the school nurse as an "Office Visit". The notation will include specific topics covered, including any specific student information, including information provided regarding specific cautions or medical conditions.

### **Mandatory Training Topics**

The following topics will be including in each training:

1. sanitary maintenance of changing area
2. washing and gloving
3. safe maneuvering and turning of students prior to and while on the changing table or toilet
4. wiping, changing and dressing processes
5. safe disposal of waste products (reflect combined topics)
6. menstruation considerations
7. effective communication and personnel roles for those students who require two persons to participate in personal care
8. maintaining appropriate and respectful supervision during personal care activities
9. student specific conditions identified by the school nurse and when to refer concerns to the nurse (i.e. rashes, discolorations, particular mobility issues, hydration concerns, etc).