



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Procedures for Completing the Annual Early Childhood Special Education Health and Safety Review

NUMBER: REF-6777.1

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: July 3, 2017

ROUTING
 Elementary Schools
 Primary Centers
 Instructional Area Superintendents
 Instructional Directors
 Special Education Service Center Administrators
 Elementary School Site Administrators
 Early Childhood Special Education Teachers

PURPOSE: This Annual Health and Safety Review has been implemented to ensure that special education teachers and assistants who provide toileting assistance or diapering as part of the instructional program for early childhood special education students are following the District’s required guidelines in accordance with training and information provided at mandated professional development meetings throughout each school year.

MAJOR CHANGES: This Reference Guide replaces REF-6777.0 dated October 10, 2016. The content has been revised to reflect changes in due dates and Attachment B.

DUE DATE: Attachment A – two weeks prior to each school year
Attachment B – within eight weeks of the start of the school year

INSTRUCTIONS: Conducting Annual Health and Safety Review

1. Attachment A: Universal Precautions

School site administrator will complete Attachment A to determine the presence or absence of required universal precautions items and the availability of changing tables and/or privacy screens for students who may need diaper changes in the preschool special education classroom.

Directions:

- If all required universal precautions items are present, check the “Yes” box on Attachment A.
- If any universal precautions items are needed, check the “No” box and complete and follow the directions on REF-5959.2: *Ordering Universal Precautions Materials* for ordering needed items.



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INSTRUCTIONS (Continued):

Changing Tables and Privacy Screens

Directions:

1. Check the box on Attachment A that best describes where the changing table is located.
 - If privacy screens are present when changing table is located in the classroom, check the “Yes” box on Attachment A.
 - If privacy screens are not present when changing table is located in the classroom, check the “No” box on Attachment A.
 - If no changing table and/or privacy screen is available, follow the directions in REF-6763.0: *Ordering Changing Tables for Early Childhood Special Education Classrooms* to request a changing table or privacy screen.

An Attachment A must be completed for each preschool special education classroom on site.

2. Attachment B: Toileting Procedures Skills Performance Checklist

School site administrator will complete Attachment B during an observation of at least one staff member in each preschool special education classroom completing a diaper change with a preschool student.

If all steps are completed, administrator signs and submits the form.

If all steps are not observed during the observation, site administrator should do the following:

- 1) Provide the employee with a copy of the toileting procedures checklist
- 2) Direct the employee to follow all of the procedures
- 3) Complete a second observation of the same employee

Submit completed Attachment A - two weeks prior to new school year

Submit completed Attachment B - within eight weeks of the start of school year

Submit completed Attachments using the following Options:

School Mail: Division of Special Education, Early Childhood Special Education, Beaudry Building, Floor 17

Email: Michael Lopez Breaux, ECSE Specialist, at mal30844@lausd.net.

Indicate “Annual Health Review” in the subject line.

RELATED RESOURCES:

REF-5952: *Ordering Universal Precautions Materials*, dated November 2, 2015, issued by Division of Special Education.



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**RELATED
RESOURCES
(Continued):**

REF-6763.0: *Ordering Changing Tables for Early Childhood Special Education Classrooms*, dated September 12, 2016, issued by Division of Special Education.

REF-6449.0: *Preschool for All Learners (PAL) Special Day Program*, dated January 26, 2015, issued by Division of Special Education

ASSISTANCE:

For assistance or further information, please contact Michael Lopez Breaux, Specialist, Early Childhood Special Education, at 213-241-4713 or at mal30844@lausd.net.

ATTACHMENTS:

Attachment A: Annual Early Childhood Special Education Health and Safety Review: Universal Precautions

Attachment B: Annual Early Childhood Special Education Health and Safety Review: Toileting Procedures Skills Performance Checklist

**Annual Early Childhood Special Education Health and Safety Review
Universal Precautions**

DUE DATE: Two weeks prior to each school year

Site Administrator: _____ Date: _____

School: _____ Loc. Code: _____ Local District: _____ Room #: _____

Universal Precautions

| Yes | No | |
|--------------------------|--------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | All Universal Precaution Supplies indicated on list below are present. |

School site administrator is responsible for ordering needed items using a Requisition Form and following directions in Reference Guide 5959.2: *Ordering Universal Precautions Materials*.

| ITEM | SKU | SIZE | AMOUNT | YES | NO |
|-------------------------------------|--------------|------------|--------|--------------------------|--------------------------|
| Bottles Plastic with Dispensing Cap | 175-68-04100 | Sm | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Disinfectant Cleaner/Dispatch Spray | 485-42-13000 | 32oz Spray | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Gloves-Vinyl Powder Free Med. | 475-41-47303 | 100bx | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Gloves-Vinyl Powder Free Lg. | 475-41-47304 | 100bx | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Gloves-Vinyl Powder Free XL | 475-41-47305 | 100bx | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand Sanitizer Alcohol Free | 435-70-12096 | 1.7oz | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Paper Toweling - Exam Table Cover | 475-64-59200 | 135' roll | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Paper Towel Wiping 13" x 18" | 640-85-10330 | 50 sheets | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Polyethylene Bags | 665-24-52120 | 500 case | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand Soap Liquid | 485-86-80170 | case 4 gal | 1 | <input type="checkbox"/> | <input type="checkbox"/> |

Changing Table and Privacy Screens

- Changing table located in bathroom attached to classroom
- Changing table located in bathroom outside classroom
- Changing table located in classroom
- Changing table located in nurse's office

| Yes | No | |
|--------------------------|--------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Privacy screen is present if changing students on changing table in classroom. |

School site administrator is responsible for ordering changing table and privacy screens using the Requisition Form from Reference Guide 6763.0 *Ordering Changing Tables for Early Childhood Special Education Classrooms*.

*Please complete one form for each preschool special education classroom on site and submit completed Attachment:

- 1) School Mail: Division of Special Education, Early Childhood Special Education, Beaudry Building, Floor 17; or
- 2) Email: Michael Lopez Breaux, ECSE Specialist, at mal30844@lausd.net. Indicate "Annual Health Review" in the subject line.

School Administrator Signature: _____

**Annual Early Childhood Special Education Health and Safety Review
Toileting Procedure Skills Performance Checklist**

DUE DATE: Within 8 weeks of the start of the school year

Site Administrator: _____ Date: _____

School: _____ Loc. Code: _____ Local District: _____ Room #: _____

Name of Observed Employee: _____ Employee ID Number: _____

Instructions: If no students currently require toileting assistance, please place an "x" in the box below and return this form per the instructions. Otherwise, leave this box blank and follow instructions below to complete observation.

| | |
|--------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | N/A (not applicable): No students requiring toileting assistance or diapering at this time. |
|--------------------------|----------------------------------------------------------------------------------------------------|

Instructions: Place an "x" in the box if the action is performed. Leave the box blank for items not observed.

For items not observed, school site administrator should do the following:

- 1) Provide the employee with a copy of the toileting procedures below.
- 2) Direct the employee to follow all of the procedures.
- 3) Complete a second observation of same employee.

| Observation 1 | Observation 2 | Toileting Procedure Skills Performance Checklist |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Adult assembles all needed equipment and supplies. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adult places all materials in a close convenient place before starting the procedure. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adult puts on gloves. |
| <input type="checkbox"/> | <input type="checkbox"/> | If child is being changed on a changing table, adult covers table with roll paper. A large paper towel is placed under child's buttocks. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adult removes soiled diaper, places in plastic bag, along with roll paper and large paper towel if changing child on changing table. Bag is tied shut and disposed in covered waste receptacle. If child's clothing is soiled, adult double bags the soiled clothing and sends home. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adult supports child in washing his/her hands before leaving the bathroom. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adult removes gloves and discards. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adult washes hands before resuming other duties and returns child to the classroom. |

| Yes | No | Observation 1 |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | | Toileting procedures performed appropriately. |
| | <input type="checkbox"/> | Toileting procedures are not all in place. Refer to above Toileting Procedure Skills Performance Checklist. Complete a second observation of same employee. |

| Yes | No | Observation 2 |
|--------------------------|--------------------------|---------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Toileting procedures are performed appropriately. |

***Please complete one form for each preschool special education classroom on site and submit completed Attachment:**

- 1) School Mail: Division of Special Education, Early Childhood Special Education, Beaudry Building, Floor 17; [or](mailto:mal30844@lausd.net)
- 2) Email: Michael Lopez Breaux, ECSE Specialist, at mal30844@lausd.net. Indicate "Annual Health Review" in the subject line.

School Administrator Signature: _____