

**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.
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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: _____