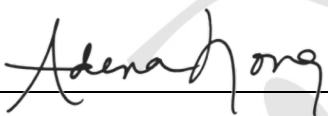




PERSONAL CARE POLICY

Title: Personal Care Policy	
Date Adopted: June 1, 2021	Authorized By: Director Adena Long 
POLICY:	
BEST PRACTICE: Portland Parks & Recreation (PP&R) staff may provide personal care assistance for any registered participants ages five (5) and under, only if the participant has a disability and requires assistance with personal care. Participants ages six and over are encouraged to bring their own personal assistant to the activity (must be 18 and older) at no charge to provide any necessary and unavoidable personal care.	
PROCEDURES:	
<u>Toileting and Changing Clothes:</u>	
<ul style="list-style-type: none"> • If a participant five years and younger registered for a program/activity requires personal care assistance because of a disability, the parent/guardian/caregiver is requested to inform PP&R Adaptive & Inclusive Recreation (AIR) staff, 10 working days prior to the start of the program/activity. The requested assistance will then be reviewed with the AIR staff over the phone or in person. If the request is made less than 10 days, review may not happen to full fill the request. • Prior to the first day of the program/activity for, those participants needing personal care assistance, a meeting will be set for the parent/guardian/caregiver to demonstrate for staff how to appropriately provide assistance. If there is a change in staff, the parent/caregiver may need to demonstrate again. • Parent/guardian/caregiver will provide the necessary supplies to assist with personal care. Supplies may include diapers, sanitary wipes, anti-bacterial gel, gloves, change of clothes, and plastic bag for soiled clothing and diapers. • Special Note: Catheter bags - PP&R may empty catheter bags for all ages. With training and/or to ensure having qualified staff available. 	
<u>Eating:</u>	
PP&R will not provide assistance with the following:	
<ul style="list-style-type: none"> • To put food into participants mouths. • Provide assistance with feeding tubes. 	

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 Commissioner Carmen Rubio
 Director Adena Long



PP&R will be able to:

- PP&R staff will cut foods up into dime size pieces upon request.
- If special foods or equipment are needed for the participant to eat, it is the responsibility of the parent/guardian/care - giver to provide the necessary items for food preparation/consumption (PP&R staff will not be putting food into a participant's mouth).

Additional Considerations:

PP&R is not able to provide assistance in the following:

- Drop-in classes.
- Tube changing for catheter bags.
- Change menstrual products.
- To participants that require lifting or physical transfers.

NOTES:

- A yearly intake form should be updated and the requested services to PP&R - AIR 10 days prior to the program/activity.
- If PP&R - AIR feels it is unsafe for the participant or staff to provide personal care assistance the parent/guardian/care - giver will be notified. The personal care request will be reviewed to determine if there is a safer procedure to provide the personal care.
- Training to staff will be provided by parents, city nurse or other professional related to the issue upon request.

PURPOSE: To provide access to people with disabilities who are participating in PP&R registered programs/activities. This Personal Care Policy was developed to include assistance with toileting, hygiene issues and clothing changes. The Americans with Disabilities Act (ADA) requires PP&R to provide reasonable accommodations for individuals with disabilities to enable participation in the activities that are offered. Within this scope, PP&R provides with effective communication, reasonable modifications to policies and procedures and certain adaptive equipment for all ages.