

PERSONAL CARE POLICY

PURPOSE

To ensure that the people served by LADD receive care provided by qualified support staff.

SCOPE

This policy applies to all the programs operated by LADD.

POLICY

It is the policy of LADD that all personal care for the people we support is delivered by qualified support staff in a respectful manner in a private place. LADD works to provide people with the opportunity to develop their abilities to the fullest extent possible. In this regard, the people we support are to be encouraged to do as much for themselves as achievable. The environment in each service location should always be aimed toward securing a successful and supportive environment for everyone.

PROCEDURE

Any individuals receiving personal care will:

1. Be treated with privacy, consideration, dignity and respect.
2. Receive services in a private setting, i.e. his or her own room, bathroom, or other private area appropriate to the care being provided. When in a program environment they should either be dressed or have on a robe or other covering; people have the right to privacy
3. Bedroom doors should be shut if a person is dressing or doing anything that anyone would wish to keep private. Always knock before entering a person's home or even their room in which a door is closed, even if the person cannot tell you to come in.
4. People will be provided with the opportunity to receive assistance in bathing, dressing, or personal hygiene from a member of the same sex whenever possible. There may be times when a member of the same sex is not available to provide assistance in bathing, dressing, or personal hygiene and a member of the opposite sex who has been trained will provide those services. Special circumstances will be considered and a specific written request maybe made from a guardian or person supported for a same sex caregiver to provide assistance in bathing, dressing, or personal hygiene.
5. Individuals will be provided with the level of support and instructions as needed for each individual.
6. Individuals will be provided with the level of support and instruction as needed for all of the personal needs they require assistance with; such as bathing, oral care, personal hygiene, and daily shaving.
7. Individuals will be provided with the opportunity for monthly haircuts, beauty shop appointments and other services as determined by the person's preference and their budget.
8. Individuals will be provided with support as needed to have clean, neat, well-pressed clothing, to dress as fashion, fit, cleanliness and season warrant. Individuals will be provided support to choose the clothing they want to wear including color, fit, and fashion.
9. Individuals will be provided support and the opportunity to wear make-up if they choose.