



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

POLICY NAME: Personal Care

Policy Category: Citywide Collaborative Services (Adaptive & Inclusive Recreation) – Inclusion Services

Date Reviewed: May 2010	Date Adopted: June 11, 2010
Contact Person: Debbie Timmins, Adaptive & Inclusive Recreation Program Supervisor (503) 823-4328	Authorized By: Michelle M. Harper Position: Citywide Collaborative Services Manager

POLICY: PP&R staff will provide personal care assistance for any participant registering for a Portland Parks & Recreation (PP&R) activity in the brochure sections of *Pre-school and Youth only*, if the participant has a disability and requires assistance with personal care. PP&R will not provide personal care to participants registered for activities in the brochure sections Teen, Adult, Senior, Parent/Child and Family. These older participants are encouraged to bring their own personal assistant to the activity (at no charge) to provide any necessary and unavoidable personal care.

PURPOSE: To provide appropriate access to those participating in PP&R programs/activities who live with disabling conditions. The Personal Care policy was developed to include assistance with toileting, clothing changes, eating, lifting or physical transfers of individuals who participate in PP&R programs/activities. The Americans with Disabilities Act (ADA) requires Portland Parks & Recreation to provide a reasonable accommodation for individuals with a disability to participate in the activities that are offered. Within this scope, PP&R provides assistance with effective communication, reasonable modifications to policies and procedures and certain adaptive equipment. The ADA does not require PP&R to provide personal care services.

PROCEDURE:

Toileting and Changing Clothes

1A. If a participant registered for a program/activity requires personal care assistance, the parent/guardian/care giver must inform PP&R staff a minimum (10) working days prior to the start of the program/activity.

2A. The first day of the program/activity, the parent/guardian/care giver must demonstrate to the staff person how to appropriately provide assistance. If there is a change in staff, the parent/caregiver will need to demonstrate again.

3A. The parent/guardian/care giver must provide the necessary supplies to assist with personal care. Supplies may include diapers, sanitary wipes, anti-bacterial gel, menstrual supplies, gloves, change of clothes, and plastic bag for soiled clothing and diapers.

Eating

1B. If a participant registered for a program/activity requires personal care assistance, the parent/guardian/care giver must inform PP&R staff a minimum of ten (10) working days prior to the start of the program/activity.

2B. PP&R staff cannot provide assistance with feeding tubes.

3B. 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.

Lifting or Transferring

1C. If a participant registered for a program/activity requires personal care assistance, the parent/guardian/care giver must inform PP&R staff a minimum of ten (10) working days prior to the start of the program/activity.

2C. The first day of the program/activity, the parent/guardian/care giver must demonstrate to the staff person how to appropriately lift and/or transfer the participant.

Note:

If PP&R 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.