



**Aspire of WNY Center for Learning
Personal Care, Hygiene & Transfer Procedures
Quick Reference Guide**

Our Commitment

Every student deserves care that is:

- ✓ Safe
- ✓ Respectful
- ✓ Dignified
- ✓ Consistent with their individualized plans

Do

- ✓ Follow the students' individualized plans and procedures.
- ✓ Use required transfer equipment and supports.
- ✓ Address student hygiene needs in a private setting.
- ✓ Follow two-person transfer procedures when indicated.
- ✓ Follow the students' safe transfer and movement protocol.
- ✓ Address hygiene and positioning needs promptly.
- ✓ Follow infection control procedures and always wear gloves.
- ✓ Plan ahead and be mindful of student schedules.
- ✓ Ask questions when you are unsure.

DON'T

- ✗ Assume procedures are the same for every student.
- ✗ Address student hygiene needs in front of their peers.
- ✗ Create shortcuts or alternative methods.
- ✗ Modify transfer procedures or equipment use.
- ✗ Delay hygiene, positioning, or personal care needs.
- ✗ Guess when you don't know.

Need Help?

We are here to support you. Please reach out to your Supervisor, Clinical Team, Nursing Staff, or Educational Leadership for guidance and clarification.

REMEMBER

Asking questions protects students, supports staff, and ensures we provide the highest quality care possible. **When in doubt, stop and ask.**