Policy:
The Kolburne School Inc. provides each student with grooming and hygiene articles to meet his or her individual needs. The provision of such articles shall not be contingent upon behavior and may not be part of a level or privilege system.

Operational Definitions:

Hygiene Kit: The hygiene kit is a plastic box that minimally contains soap, shampoo, brush & comb, deodorant, toothpaste, and toothbrush.

Toothbrush Holder: A plastic container that the toothbrush slides into to keep safe from bacteria and germs.

Soap Holder: A plastic container that holds the soap to keep safe from bacteria and germs.

Deodorant & Mouthwash: Both products must be alcohol free.

Personal Hygiene Checklist: A one sided verification checklist for all students on the team filled out by morning and evening residential staff to ensure personal hygiene tasks have been completed for all students that day.

Personal Hygiene Log-Book: A three ring binder maintained in the Team office containing completed team hygiene checklists. Thirty days worth of checklists are maintained in the log-book.

Procedures:

UPON ADMISSION -
1.) Upon admission, the team supervisor or designated staff completes an inventory including a checklist for required hygiene products. Any student who does not possess required items will be furnished with those items. A hygiene kit includes toothbrush, toothpaste, brush & comb, soap, deodorant, shampoo, shaving supplies (if appropriate), wash cloth, and towel(s). The kit and hygiene supplies will be free of charge to all students and is not considered an earned privilege. Hygiene supplies are obtained or replaced through the team supervisor or Program Coordinators via the Material Requisition voucher.
2.) On the date of admission all students will have an inventory list completed of all hygiene products on their person. The staff doing the inventory will confiscate any hygiene product that is considered dangerous or inappropriate. If not sure about the product, the staff needs to check with the Administrator on Duty (AD) for feedback.

Once the inventory sheet is completed, the Program Coordinator or nursing staff will provide any item that is not included in the hygiene kit.

3.) If the student is out of any product (soap, shampoo, etc.) the student needs to check with the team supervisor (or appropriate staff). The team supervisor will then check the unit hygiene list that is posted in the team office, to ensure that the student is in need of the product. The staff member is in charge of keeping track of the students use of hygiene products.

If the item that is required is not being abused (e.g. a student does not need to get a new toothbrush everyday), then the team supervisor will then go to the nurse and get the product that is needed. The Residence Program Director is also responsible for keeping track of the product and which student received the item and on what day.

4.) Community use of any such item in the hygiene kit, including wash clothes and towels, is strictly prohibited and will result in consequences using the current token economy system.

5.) All staff are responsible for giving ample time for personal showers. Staff will teach those students who need help with proper hygiene by assisting with showers, brushing teeth, combing hair, and shaving.

6.) Some staff will also be required to take students into town for haircuts or assist students with changing soiled bed linen.

**DAILY HYGIENE ROUTINE**

1.) Within the daily programming schedule, hygiene routines are performed in the morning and in the evening. All students are scheduled for at least one shower daily. Student shower times are posted on the Important Student Information Bulletin Boards. In most cases, half the students are scheduled for morning showers the other half of the students have nighttime showers.

2.) Showering routine consists of washing with soap provided in hygiene kits or shower soap dispenser. Hair is washed during the time of the shower. Shampoo is provided, however, students may have their own brand of shampoo.

3.) All students are required to brush teeth twice per day. Once in the morning and a second time in the evening. Toothbrushes and toothpaste are provided within the hygiene kits. Non-alcoholic mouthwash is also available upon request for student hygiene kits. Dental floss can be obtained by request from the nurse but must be supervised by staff, if used.

4.) All students are required to comb or brush hair at least once per day. Students who have evening showers must also comb or brush hair in the morning. Combs and brushes are provided in the hygiene kits and may be requested by students when needed.
5.) All students are required to wash hands and faces with soap and water at least once daily in addition to the shower routine. Wash cloths are provided and available to all students upon request.

6.) All students are issued underarm deodorant. All students over age 14 must use deodorant unless treatment team believes it is not necessary. Students who take evening showers must use deodorant during the morning hygiene routine.

7.) Students who shave must be closely supervised by residential staff. Shaving is generally done in evening routines only. Products for shaving must be obtained by the nurse through residential staff.

8.) Students may receive tokens, checks, or points for grooming and hygiene. (See the current token economy system for further details).

9.) For various treatment reasons, students may be required to perform additional hygiene tasks or routines in greater frequency based on the treatment plans.

VERIFICATION OF DAILY ROUTINE -  
1.) The shift supervisor ensures proper staffing of all residential teams during the hygiene routine. Lead residential staff ensures shower schedule is adhered to and students have access to bathrooms.

2.) All staff must be aware of supervision guidelines during the routine and must be aware of student whereabouts at all times.

3.) Staff assist in prompting and supporting students in completing hygiene tasks. They are also aware of any instruction that may need to take place.

4.) Staff may need to provide help with making sure that all items are being brought into the shower and are present in the hygiene kits.

5.) Staff must verify that specific tasks have been performed adequately. Residential staff must check by smelling for use of soaps, shampoos or deodorants. Staff may also be required to check while students are engaging in tasks like tooth brushing and face washing. Staff must watch students shaving or flossing. Treatment team may require supervision of soaping in the shower if major concerns are unanimously agreed upon.

6.) Staff are responsible for completing a Daily Hygiene Checklist for the team. This assists with clarifying which student hygiene tasks have been completed. Staff are accountable to track hygiene skills and giving tokens, checks, or points within the current token economy system, for students who have completed routines.

7.) Morning checklists are left for the evening staff within the team office. Thirty days of checklists are maintained in each team’s Personal Hygiene logbook before being discarded.
## Daily Hygiene Checklist

**Date:**

**Week of:**

**Team:**

<table>
<thead>
<tr>
<th>Student Names</th>
<th>Showered AM/PM</th>
<th>Washed Face AM/PM</th>
<th>Changed Clothes AM/PM</th>
<th>Brushed Teeth AM/PM</th>
<th>Brushed Hair AM/PM</th>
<th>Applied Deodorant AM/PM</th>
<th>Shaved Face AM/PM</th>
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