

Policy Document No:	ELC04
Category:	Early Learning
Topic:	Toileting Policy



Date of Issue: February 2006

Last Review Date: May 2017, November 2017

Considerations

Providing a safe, caring environment.

Children's needs: Protection from infection, clean hygienic environment, instruction about personal hygiene

Parent's needs: To feel confident that their child's health and well-being & development are assured.

Staff needs: Protection from infection; clean hygienic environment; appropriate equipment to ensure high level of hygiene; clear guidelines in relation to their duty of care.

Management needs: Staff to maintain appropriate levels of hygiene and cleanliness to meet required standards

Background and legislation

Education and Care Services National Regulations 2011, Part 4, Reg. 77, Ministerial Council for Education, Early Childhood Development and Youth Affairs

Guide to the National Quality Standard, 3.1.2

Staying Healthy in Child Care by Australian Government, Canberra, 5th edition, 2012

"Sure Protection against Infection" – Department of Human Services 2000

Policy Statement

Staff at the service will treat children with respect. Staff and management will endeavor to create a clean, hygienic environment and to ensure that the Centre's toileting facilities are maintained in accordance with regulatory requirements.

How the Policy will be implemented - Specific practices, procedures and responsibilities:

Parent/Caregiver Responsibilities

- It is an expectation that a child entering Mount Scopus Memorial College (MSMC) Early Learning Centre (ELC) has been toilet trained by the time they begin Kindergarten.
- If a child has a disability or a health related issue related to incontinence, it is the family's responsibility to provide this information to the ELC Co-ordinator and provide a "Continence Care Plan" from the child's local General Practitioner in consultation with the ELC.
- All parents are expected to notify the teacher of any issues relating to toileting, such as whether their child is prone to accidents, any upheavals at home or psychological issues, which may affect their child's ability to toilet themselves independently.
- All parents are expected to provide their child with at least 2 spare changes of seasonal clothing. We encourage children to take responsibility for themselves; parents can aid this by dressing children in pants with elastic tops or other easily managed clothing.
- All parents are expected to maintain toilet training at home.
- Promote toileting routines and hygiene in the home environment.
- If a child has an allergy, it is the parent's responsibility to provide hypo allergenic wipes for their child.

Staff Responsibilities

- The Centre will ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets and wash hands after use. Toileting procedures (see appendix 1) will be displayed in the toileting areas.
- Staff will always encourage children's efforts to develop independence.
- Toileting is flexible and responsive to children's individual needs. The majority of children are expected to go to the toilet when they feel the need, but occasionally children will have to be reminded. Children will be reminded while washing up for snack times, lunch, rest time, waking up etc
- Staff will interact with children in a relaxed and positive way during toileting as this is an excellent time to continue verbal interactions with children.
- Staff will role model personal hygiene and discuss hygiene practices with children
- Hand washing is a consistent part of the toilet routine and the hand washing procedure will be followed.
- Staff will supervise and clean toilets on a regular basis, according to the cleaning schedule. (See appendix 2)
- Staff will take into account any known issues relating to toileting, such as whether a child is prone to accidents, any upheavals at home or psychological issues, which may affect the child's ability to toilet themselves independently.
- Incontinent children will never be embarrassed by staff in regard to toileting habits. Staff will discourage any negative comments from parents within a child's hearing.
- Educators will communicate with parents/guardians to develop consistency with their child's toileting habits.
- Staff may recommend a variety of training methods to parents who have requested assistance in toileting.

If a toileting incident does occur, staff will

- Assist children in changing soiled clothes and guide them in using wet wipes to clean themselves.
- Wear gloves at all times when attending to a toileting incident.
- Notify parents when a child has needed a change in clothing due to a toileting incident.
- **Make another staff member aware of their intention to change the child.**
- **If the child is unable to change or clean themselves, an ELC staff member may need to assist.**

- **In these cases, please follow the procedure in Appendix 1.**

Spills of bodily fluids

If spills of bodily fluids occur, educators and staff will immediately clean and disinfect all affected surfaces using the prescribed procedure (see appendix 2), and ensure that the College cleaners are informed of the spill.

Consideration will be given to individual children's medical and developmental needs and can be discussed with the class teacher and appropriate head of campus.

Approved by the College Principal:

Date: November 2017

A handwritten signature in black ink, appearing to read "James Kennard". The signature is written in a cursive style with a large initial 'J' and 'K'.

Appendix 1 – Toileting Procedure

The following toileting procedure is to be displayed in each bathroom (see also following page):

Toileting Procedure

All Staff will make toileting a positive experience for each child by:

Using a warm tone of voice

Ensuring the process is transparent, whilst maintaining the child's dignity and privacy while toileting

Assisting the children where necessary.

When assisting the children with toileting the staff are expected to:

- Encourage children to tell a staff member if they have had a toileting accident.
- Ensuring toileting facilities are kept in a safe, clean and hygienic manner whilst children are attending the centre.
- Ensure soap and drying facilities are available at all times when children are in attendance.
- If needed, help the child to remove clothing.
- If needed, help the child onto the toilet.
- Help the child to wipe themselves, encouraging them to wipe front to back.
- Encourage children to flush toilets themselves after use.
- Encourage children to wash and dry hands on a single sheet of paper towel, and then to leave the bathroom after using the toilet.

Appendix 1 – Toileting Procedure (cont'd)

Toileting Procedure

If the child has soiled or wet their clothing:

- Inform another staff member you are changing the child and maintain transparency at all times, whilst protecting the child's privacy and dignity.
- Remove any wet/soiled clothing and seal in a bag for washing. It must be **double-bagged**.
- Clean and dry the child.
- Remove your gloves and wash your hands; do not touch the child's clean clothing.
- Put on new gloves and dress the child, and wash and dry the child's hands. Have them leave the bathroom.
- Clean any spills following the procedure for cleaning spills of bodily fluids.
- Remove and dispose of gloves, and wash and dry your hands.
- Laundering of soiled cloths and linen is laundered away from the service. Soiled laundry is hygienically stored in a sealed container until such time as it is removed from the premises by the parents.
- Soiled items will not be placed in the child's bag in contact with personal items.

Procedure for Cleaning Spills of Bodily Fluids

Educators and staff will immediately clean up spills of urine and faeces.

In cleaning up urine and faeces, educators and staff will:

- Always wear gloves.
- Place paper towel over the spill and allow the spill to soak in.
- Carefully remove the paper towel and any solid matter, place in a plastic bag, seal the bag and place it in the rubbish bin.
- Clean the surface with warm water and detergent, and allow to dry.
- Disinfect the surface.
- Wash hands thoroughly with soap and warm running water.
- Inform the College cleaners of the spill.

Appendix 2 – Bathroom Cleaning Checklist

The bathroom is to be cleaned by permanent staff once in the morning and again when the children have woken. If relief staff are working, they are to cover the duties of the staff member they are covering for.

- **Toilets are flushed**
- **Floors are clear of toilet paper**
- **Floors are clear of hand towels**
- **Floors are mopped if required**
- **Check if paper towel dispenser needs refilling**

Please time and initial

Please remember –

- Children are not to be in the bathroom when you are cleaning.
- To wear gloves to reduce the risk of spreading infection
- Wash hands thoroughly when finished cleaning

Bathroom Cleaning Checklist

Each room is to organise a roster of staff suitable to them i.e a staff member a day or a room a week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					