

 Woy Woy Peninsula Community Childcare		
Toileting Policy		
Date adopted:		
Date last reviewed: May 2023	Reviewed by: Board of Management, staff	Date of next review: May 2025

Policy context:

This policy relates to:

National Quality Standards.	Element 1.1.3 <i>Program learning opportunities</i> All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning. Standard 2.1 <i>Health</i> Each child's health and physical activity is supported and promoted. Element 2.1.1 <i>Wellbeing and comfort</i> Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation. Element 2.1.2 <i>Health practices and procedures</i> Effective illness and injury management and hygiene practices are promoted and implemented.
Legislation/Act.	Education and Care Services National Regulations 156 Relationships in groups 103 Premises, furniture and equipment to be safe, clean and in good repair 105 Furniture, materials and equipment 106 Laundry and hygiene facilities 109 Toilet and hygiene facilities 115 Premises designed to facilitate supervision

Documents related to this policy

Related policies	Hand washing Policy Universal Protection
Forms or other organisational documents	WI - Nappy Changing
References	Source Health and Safety in Children's Centres: Model Policies & Practices 2003 Staying Healthy in Child Care 5 th Edition 2012

Policy Review:

Policy review frequency: This policy will be reviewed in accordance with the Organisations Review Policy.	Responsibility for review: The Board of Management.
Where appropriate staff will be part of the review process.	
Documentation and communication: Policy documentation to be held in Policy and Procedure manuals. Where appropriate copies of new or reviewed policies will be given to staff, volunteers and families.	

Purpose

To prevent the spread and risks of infectious diseases between children, other children, and Centre staff by ensuring toileting and toilet training is conducted in an efficient way according to recommended guidelines and standards.

Rationale

To minimise risks and the spread of infectious diseases that are transmitted by faeces and other fluids or through toileting or toilet training of children.

Procedure

- Have safe, well maintained age appropriate toilet facilities that comply with relevant guidelines.
- Provide at least one toilet facility with non-slip floor to accommodate physically disabled children.
- Be aware that transmission of infection is more likely to occur when infants and children who are not toilet trained are mixed with children who are toilet trained.
- Encourage children to flush after use, and assist or teach children to wash their hands after toileting using the guidelines in hand washing technique. Wet wipes may be used as an alternative to support young children or children with additional needs.
- Place any soiled clothes, towels or toys in a sealed plastic bag for the family to take home, and keep inaccessible to children or animals.
- Assist children to wash their hands and ensure all children's centre staff wash their hands, after any contact with faeces, urine, vomit, or any other body fluids. Wet wipes may be used as an alternative to support young children or children with additional needs.
- Disposable materials such as gloves, nappies and paper should be disposed of at the end of the day in a sealed plastic bag
- Families are asked to supply a clean change of clothing in case of toileting accidents.
- Use the following guide for cleaning a child after toileting:
 - put on gloves (single use non-latex)
 - use, nappy wipes or damp cloths (green single use)
 - remove gloves and wash hands afterwards,
 - when using a bath ensure there is a temperature regulator on the hot water tap, use warm water and test the water before putting the child in, preferably use running water or a hand held water spray and ensure the water level is low,
 - for children old enough to stand in a shower and who require washing, use a hand held shower and supervise the child at all times in washing, drying and dressing,
 - dispose of gloves, paper towels and single use cloth in a sealed plastic bag and place in a bin not accessible to the children
- Use the following guide for children learning to toilet:
 - ask families to supply a few clean changes of clothing
 - put on gloves (single use non-latex)
 - place any soiled clothes in a sealed plastic bag for families to take home and keep inaccessible to children or animals (in storage cupboards)
 - help the child use the toilet
 - assist the child to wash their hands and children's centre staff must wash their hands after assisting children with toileting

- remove gloves and wash hands afterwards
- Ensure children do not have access to any plastic bags sealed or unsealed.
- Separate children with diarrhoea from other children until they can be picked up by their family or emergency contact. Children with a diagnosed bowel condition need to provide staff with relevant documentation from a doctor/specialist and completed Action Plan.
- Exclude from care children with infective diarrhoea until their symptoms have ceased.
- Be aware of the diverse styles of toileting children due to cultural or religious practice (e.g. washing or douching instead of using toilet paper) and ask families to inform the centre of any cultural or religious issues of toileting that educators might need to be aware of.
- Be aware of and accommodate the possible need to maintain privacy of toileting and dressing between children due to cultural or religious practices of the family.