



## Toileting and Changing Procedure

There is no shame, we are here to help but please help your child avoid these accidents by dressing them in clothing easy to undo and remove when using the toilet and packing a spare set of named underwear and clothing in their bag. Please help your child become independent when using the toilet before commencing at kindergarten. Please also talk with a staff member if there are any issues regarding this.

In the event of an accident, staff will:

1. Notify another staff member or adult before helping with any toileting or changing when possible.
2. Always wear disposable gloves (located in kitchen, bathroom and storeroom).
3. Help the child to use the toilet- we do not wipe, we talk them through the procedure.
4. Remind the child to flush the button.
5. When changing clothing, assist where required.
6. Remind and direct the child to wash their hands thoroughly with soap. (We use small bars of soap at kindy not liquid soap).
7. Place any soiled clothing in a plastic bag in the child's locker for parents to take home at the end of the day. Please talk to the parent/caregiver and inform them of the incident.
8. Remove gloves by peeling back from the wrist and dispose these in bag placed in a suitable bin. Avoid touching the outer contaminated surface of the glove.
9. Wash your hands thoroughly with soap.
10. Record details of time and the accident on the child's page in the Incident and Injury folder.

A toilet accident kit containing gloves, wipes, bags is located in the children's bathroom on the shelf by the switches.

**Refer to nappy changing procedure if needed.**

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