

# Toileting and changing procedure

The Port Broughton Kindergarten will minimize the spread and risk of infectious diseases between children and preschool staff, by ensuring toileting is conducted in a safe and hygienic manner way according to recommended guidelines and procedures.

## PROCEDURES

- To minimize risks and the spread of infectious diseases that are transmitted by faeces and other body fluids of children, the Preschool should,
- Have safe, well maintained, age appropriate toilet facilities, which comply with the Building Code of Australia.
- Encourage children to flush the toilet after use and ensure children wash their hands after use.
- Placed soiled clothes in a bag to take home.
- Ensure all Preschool staff wash their hands after any contact with faeces, vomit, urine or any other body fluids.

**Disposable materials such as gloves and paper TOWELS/WET WIPES SHOULD BE DISPOSED IN A SEALED PLASTIC BAG and placed in the outdoor bins.**

## Use the following guide for cleaning a child after toileting:

- Put on gloves (single use)
- Use damp paper towels or wet wipes
- Remove each towel/wipe after use and dispose in a plastic bag
- Remove gloves and wash hands
- **Separate children with diarrhoea** (except for diarrhoea assessed by a doctor as being due to non-infective causes) from other children until they can be picked up by their family or nominated responsible person.
- **Exclude from care, children with infective diarrhoea until their symptoms have ceased/24 hours after last symptoms.**
- **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 Kindergarten of any cultural or religious issues of toileting that staff might need to be aware of.
- **Be aware of and accommodate the possible need to maintain privacy of toileting and dressing**

While the daily routine allows for regular toileting times, children will be able to independently access the toilet and basins at any time of the day.

Parents are requested to supply additional clothing.

Note:

- Staff will interact in a positive manner during toileting procedures and support children to develop their self-help skills in this area. Toileting is a learning time for each child.
- We do not exclude children that wear nappies at this centre. Nappy changing facilities will be provided when the centre has children enrolled that require changing.
- Children with additional needs will be supported in their toileting, both parents and staff will share information on the Child's progress. It is important for parents and staff to work cooperatively together to support children in their toileting procedures.
- For children who are on medication for toileting, parents are required to discuss the appropriate procedures for toileting with Kindergarten staff. This may involve parent support at Kindergarten.

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Signed: \_\_\_\_\_  
Chairperson – Governing Council

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Director – Port Broughton Kindergarten