

TOILETING POLICY

POLICY: Educators will minimise the spread and risks of infectious diseases between children, other children and educators, by ensuring toileting and toilet training is conducted in an efficient way according to recommended guidelines and standards.

BACKGROUND: Many diseases are spread by faeces, urine or other body fluids, and educators and children in care are at about twice the usual risk of contracting diarrhoeal infections and increased risk of hepatitis A. Risk and spread of infectious diseases are significantly reduced by safe toileting and toilet training methods. In the interest of providing positive and non-threatening toileting experiences for young children, educators should work in partnership with each child's parents/family. Toileting facilities must be appropriate for the number and ages of children in care.

PRACTICES:

To minimise risks and the spread of infectious diseases that are transmitted by faeces and other body fluids or through toileting or toilet training of children, educators should:

- **encourage children to flush the toilet** after use, and assist or teach children to wash their hands after toileting using the guidelines on hand-washing technique.
- **place any soiled clothes in a sealed plastic bag for the family to take home**, and keep these inaccessible to children or animals.
- **use a toilet in preference to a potty**, if possible, to reduce the risk of the spread of disease.
- **after each use of a potty:** wear single use, disposable gloves, empty potty into the toilet, wash potty with warm water and detergent using a cloth or brush that is only used specifically for this purpose, do not rinse or wash potty in a sink used for hand-washing, wash chair with warm water and detergent if contaminated by urine or faeces, wash hands after.
- **assist children to wash their hands**, and ensure all adults wash their hands, after any contact with faeces, urine, vomit or any other body fluids. **Whilst assisting children with hand-washing, educators should also be educating children in hand-washing procedures.**
- **dispose of single use materials such as gloves, nappies and paper** at the end of the day in a sealed plastic bag. Children's own clothes, towels, toys etc. that are soiled should be placed in a sealed plastic bag and given to parent.
- **ask families to supply multiple sets of clothing** for children who are not yet fully toilet trained.

Use the following guide for cleaning a child after toileting:

- put on gloves (single use, disposable),
- use damp paper towels or wet wipes,
- remove and dispose of each paper towel after use, or place cloths in a sealed container for washing or returning to parent,
- wet towels from a tap, not a bowl or sink full of water, and if using a tap, the towel should not be re-wetted as this will contaminate the sink,
- remove gloves and wash hands afterwards,
- wash linen bottom cloths with hot water and soap and do not mix with face cloths.

Use the following guide for children learning to toilet:

- ask families to supply a few clean changes of clothing;
 - put on gloves (single use, disposable);
 - place any soiled clothes in a sealed plastic bag for families to take home. Keep these inaccessible to children or animals;
 - help the child use the toilet;
 - remove gloves and wash hands afterwards.
 - assist the child to wash their hands and the educator must wash their hands after assisting children with toileting;
- Ensure children do not have access to any plastic bags, sealed or unsealed.**
- If practicable and if supervision is available, 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 infectious diarrhoea until their symptoms have ceased for at least 24 hours.**
- Be aware of the diverse styles of toileting children due to cultural or religious practice** (eg. washing or douching instead of using toilet paper), and ask families to inform you of any cultural or religious issues relating to toileting, that the educator might need to be aware of.
- If required, provide rails and non-slip floor in the toilet to accommodate children with a physical disability.**

Relevant Legislation: *Education and Care Services National Regulation 2011*;
Work Health and Safety Act 2011:

Key Resources: *Staying Healthy in Child Care, 5th edition, NHMRC 2013:* <http://www.health.gov.au/nhmrc>