

Caroline Chisholm School – Chisholm Preschool Unit Toileting and Hygiene Procedure

For children who are being toilet trained, this procedure is completed within every 90 minutes to 120 minutes (but no longer than 120 minutes) whilst at the preschool.

Timed Toileting procedure

1. Educators are to wash and dry their hands, then put gloves on.
2. Encourage child to remove their underpants & clothing, assist if required.
3. Assist child to sit on the toilet.
4. Encourage child to clean from front to back with toilet paper, assist if required.
5. Assist the child off the toilet, and encourage child to flush toilet, assist where required.
6. Encourage the child to put on their own underpants and clothing, assist if required, or replace child's nappy (following the nappy change procedure).
7. Peel gloves off, turning them inside out and place in the bin.
8. Assist the child to wash and dry their hands and return them to the play area.
9. Record on the Toileting Communication Record in the child's bag if required or arranged with family.

Managing Soiled Clothing

At all times, educators are to assist a child who has been incontinent. It is not appropriate to notify and wait for a family to arrive unless this arrangement has been made as an individual agreement in advance and there is an agreement that a family member will always be available to support the arrangement.

1. Educators are to use gloves to place any soiled clothing into a plastic bag.
1. The plastic bag is then placed inside another plastic bag. The bag is placed in a sealed bucket out of reach from children. Bag is labelled with student's name.
2. A peg can be placed on child's bag to share they need to pick up soiled clothing at the end of the day. Gloves are peeled off, turned inside out and placed in the bin, separated from student waste.
3. Educators to wash and dry their hands.

Children who are toilet learning must not be left alone to self toilet.

Toilet Learning should be a positive experience for children. During toileting carers and children have an opportunity to interact one on one, build trusting and caring relationships and extend on a child's self help skills.

Toileting

Educators are required to:

- Help the child use the toilet if necessary.
- Help the child wash and dry their hands. Ask older children if they washed and rinsed their hands, counting slowly to 20 or singing the 'Happy birthday' song twice. Explain to the child that washing their hands and drying them on disposable paper towel properly will stop germs that might make them sick.
- Wash their own hands.
- Toileting plans can be put in place to support students who may need.

If a child is not a confident user of the toilet:

- Ask parents to supply several changes of clothing.
- Put gloves on to assist the child to change their clothing. Ask the child to remove their soiled clothing if they are able.
- Place soiled clothes in a plastic bag, tying the top firmly, for parents to take home at the end of the day. Soiled clothes will not be rinsed or washed at the preschool. (Explain to parents and carers that washing

soiled clothes at the centre can spread germs). Name the bag and place in a 'Soiled Clothing' bucket, out of student reach.

Check to make sure that all the supplies needed are ready. Always wear gloves when changing pull-ups.

1. Walk child to the change area.
2. Clean the child's bottom.
3. Assist the child to pull up the fresh 'pull-up'.
4. Wash and dry the child's hands. Wash your hands.
5. Take the child away from the changing area.

Cleaning the child

Pre-moistened towelettes (for example, 'wet ones') or disposable cloths/wipes may be used to clean the child. However, each towel must be removed immediately after use and put in a plastic bag. Wipes to be sealed and placed in bin.

Nappy Changing

Under the Education and Care Services National Law, having an area specifically set aside for changing nappies is required if a child enrolled at the preschool is under the age of 3 OR a child enrolled at the preschool is wearing nappies.

Educators will use the following method to stop disease spreading through contact with faeces:

- wash your hands
- always wear gloves when changing nappies
- remove the child's nappy and put it in a lidded bin
- remove any clothes with urine and/or faeces on them
- clean the child's bottom
- remove your gloves now, before you touch the child's clean clothes. Remove gloves by peeling them back from your wrists, turning them inside out as you go. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in the bin
- dress the child in a fresh nappy and necessary clothing
- wash and dry the child's hands
- take the child away from the change table
- clean the change table with detergent and disposable paper towel, paying particular attention to the mat, at the completion of each nappy change
- wash your hands.

Cleaning Washroom and Nappy Change Areas

- body spills are to be dealt with in accordance with the procedures in the 'Staying Healthy' NHMRC resource
- washroom surfaces – floors, taps, door knobs, basins, - are thoroughly cleaned on a regular basis
- washrooms are checked throughout the day and cleaned as necessary
- low shelves, door knobs and other surfaces less frequently touched by children are cleaned regularly, at least weekly.

Cleaning and Disposal of Body Fluids – urine, blood, vomit, mucous and faeces

- the procedure for dealing with and cleaning up spills of body fluids will be displayed in a prominent place
- disposable gloves must be worn when cleaning up any spill of body fluid
- care is to be taken by the person who is cleaning the contaminated area not to expose their own open skin wounds, sores or mucous membranes (eyes, mouth, or nose) to body fluids, secretions or excreta
- staff with skin cuts or dermatitis should take particular care, by covering wounds with a dressing
- the bulk of any spilt blood, faeces, vomit or urine will be first cleaned up with paper towels. The towels are then disposed of in sealed bags and double bagged.
- the surface must be cleaned with hot soapy water, then disinfected.
- hands must then be washed and dried thoroughly.

Maintaining child's dignity when changing clothing

Provided is an example procedure to support children changing to maintain support and dignity for the child:

- The educator encourages child to collect their bag from outside when appropriate. In the event of extremely soiled clothing this is not an option.
- The child goes into the cubicle with educator blocking view. The child's privacy is maintained at all times ensuring other children are redirected away.
- A chair is placed within the cubicle opening with paper towel on the chair for the child to use when changing their clothing. After the chair is used the educator disinfects the surfaces.
- This procedure is completed discretely as possible with minimal disturbance.

Reviewed July 2020