



MADGE SEXTON KINDERGARTEN

QUALITY AREA 4: STAFFING ARRANGEMENTS

Policy 22: Toileting

Rationale:

While the majority of children enrolling in preschool are toilet trained, a number of children of preschool age are not developmentally ready. The preschool promotes the inclusion of all children, including those with health care needs and to deny them enrolment would be discriminatory. Most children's toileting needs can be managed by the site practices outlined below. The duty of care for our children is our priority.

- It is suggested that all families provide their child with a change of clothes in case of accidents (toileting or otherwise). It is quite common for preschool children to have toileting accidents and they are often happier to change into familiar clothes that they identify as their own. The preschool keeps a supply of spare clothes for emergency situations.
- Staff will always support children in the above circumstances and endeavor to change them in a manner that provides privacy, minimises anxiety and encourages independence.
- DECD policy advises that it is not essential to have two people present although at times it may be necessary. DECD policy also allows for children to be changed by staff of the opposite gender. Staff at Madge Sexton Kindergarten will endeavor to inform another staff member should they need to change a child and do so within hearing of other staff. This is for the protection and safety of all concerned.
- Some children who enrol in preschool are not toilet trained and may require some support in this area. It is important that this information is provided to the preschool when the child is enrolled in order for staff to plan appropriate support.
- Toileting support involves reminding a child to use the toilet or supporting the child in independently using the toilet. We expect families to teach their children how to: pull down/up their own pants; how to wipe their own bottom; how to flush the toilet, etc. Please ensure your child wears clothes that they are able to manipulate independently, i.e. easy buttons, zips, etc.
- Staff may be able to support a toilet training program but they are unable to take full responsibility for toilet training, this is a family responsibility. Specific toileting strategies need to be recommended by a professional, with a focus on developing the child's independence and reflective of educators roles and responsibilities.
Families are responsible for providing all aids and equipment their child may need i.e. nappies, pull-ups, wipes and spare clothes (including underpants)
- The kindergarten will provide the resources staff may need to complete their duties, i.e. gloves, hand wash, changing facilities.
- Children wearing pull ups need to be in a fresh pull up when they arrive at kindergarten, if they soil or become noticeably wet and/or uncomfortable staff will change the child according to the practices outlined above.

- Children who are wearing a pull up will only be checked at lunchtime, however it is comes to our attention earlier they will be changed if necessary.
- Wet or soiled clothing will be sent home for washing. Used nappies will be disposed of by the Kindergarten. Soiled underpants may be disposed of at staff's discretion due to hygiene and OHSW practices. (Inadequate place to store soiled underpants).
- After a child has had two toileting accidents at Kindergarten in the duration of one Kindergarten session, a parent/caregiver will be contacted to come and collect the child to be taken home for a shower/bath to ensure there is no spread of infection for the child. (The Kindergarten does not have appropriate facilities to do this.) The child is then welcome to come back to Kindergarten for the rest of the session.
- If a child needs support that is additional or different to the practices and procedures outlined above an individual continence care plan is needed in consultation with your child's doctor. Please speak to the Director for further information and support with this process.

NAPPY CHANGING AND TOILETING PROCEDURE

Nappy changing and toileting of children will always be carried out in a positive and supportive manner. It will take place as part of children's learning and development and in consultation and partnership with families. The policy and procedures for nappy changing will follow the recommended guidelines from "Staying Healthy in Child Care."

Staff will use strict, consistent hygiene routines to maintain a high standard of recommended health and hygiene procedures. This centre will be consistent in the following areas:

- Washing hands before and after every pull-up change and toileting experience.
- Staff will wear protective gloves for each toileting accident.
- Staff use nappy wipes to clean the child's bottom area. (Where possible staff will support children to do this independently.)
- The pull up and any baby wipes will be discarded immediately (not down the toilet).
- Toilet seats will be cleaned with a disinfectant/sanitiser routinely. Toilets will be flushed throughout the day when necessary.
- Soiled pull ups will be placed in a sealed and lined bin which is not accessible to children.
- Soiled clothes will be placed in double bags and sent home with the child's belongings each day.

CHANGING OF CHILDREN'S CLOTHES POLICY

- Staff to encourage children to change own clothing.
- If staff helps children to change clothing, ensure another adult is nearby.
- Spare clothing kept in bathroom cupboard in spare clothes containers.
- Put soiled clothing in plastic bag – tied to seal the bag and put in child's bag. (Double bag if necessary)
- Record changing of clothes on appropriate forms – "Change of clothes" form attached in bag or in child's pigeon hole to communicate accident to parent/caregivers/record on site's "Toileting accident" register to keep record of accident at Kindergarten.

Policy written: October 2015

To be reviewed: October 2016