

Toilet Hygiene Policy

Published	June 2018
Review Date	December 2019
Sources	<p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, February 2018</p> <p>Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services, National Health and Medical Research Council (NHMRC), 5th Edition 2012</p> <p>Managing OHS in Children's Services, Tarrant. S., 2002</p> <p>Interim Standards for In Home Care, Funding Agreement Requirements, Department of Education, Employment and Workplace Relations, February 2008</p>

Aim:

To ensure that all toileting procedures are safe, hygienic, culturally appropriate and a positive experience for the child, and to encourage children's independence in toilet learning and toileting with consideration to each child's family background.

Explanation:

Many diseases are spread by faeces, urine or other body fluids. Educators and children in care are at about twice the usual risk of diarrhoeal infections and increased risk of hepatitis A, due to assisting young children with toileting routines. Efficient changing of soiled clothing and safe toileting and toilet training methods significantly reduces the risk and spread of diseases transmitted by faeces and body fluids.

Responsibilities:

To minimise risk and the spread of infectious diseases that are transmitted by faeces and other body fluids through toileting or toilet training of children.

In relation to Co-ordination Unit staff:

- Be aware of the requirements of the current Education and Care Services National Regulations and relevant National Quality Standard in regard to toileting practices and facilities
- Be aware of the requirements of the Interim Standards for In Home Care Funding Agreement Requirements 2008 in regard to toileting practices and facilities
- Keep up to date with information about current hygiene practices in childcare services
- Resource Educators on current advice from health authorities in regard to hygiene practices for toilet training and toileting routines in childcare
- Monitor safe and hygienic practices in regard to toileting practices and facilities by Educators as part of the home visits conducted by service staff
- Support the family and Educator with specific health and hygienic needs

In relation to Educators:

- Abide by their obligations under the current Education and Care Services National Regulations, and the relevant National Quality Standard in relation to toilet training and toileting practices with children
- Any nappy changing bench or mat must be cleaned after each use
- Nappy changing facilities must be designed, located and maintained so as to prevent

unsupervised access by children (this relates to children not being able to climb on high change tables nor access unsafe products)

- Nappy changing facilities must be separate from food preparation facilities
- The dignity and need for privacy of each child is respected during toileting and changing
- Children are closely attended on the nappy change table (if applicable)
- Toileting 'accidents' and bed wetting are managed in positive and supportive ways
- Consultation with families occurs on any toileting issues relating to their child
- Provide information about a child's toileting with their family each day via methods that suit each home environment and the child's family
- Support toilet training and toileting as being relaxed and positive experiences
- Consider and accommodate the specific health and hygiene needs of older children in care, giving consideration to protecting their dignity and respecting their right to privacy

In relation to Families:

- Discuss toileting issues relating to their child with the Educator
- Work in partnership with Educators and Co-ordination Unit staff to ensure toilet training with their child is addressed with consistent routines and minimal stress
- Provide adequate underpants, pull-ups and spare clothing for the Educator to use

In Home Care:

In relation to Educators:

- Abide by their obligations under the Interim Standards for In Home Care Funding Agreement Requirements 2008 (Standards 12, 12.1) in relation to handwashing practices
- In addition to the information in the preceding policy, In-Home Care Educators will also adhere to the following points which refer directly to the In-Home Care Standards
- Model positive health practices and appropriately supervise, assist and encourage children in their daily health and hygiene routines

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information.
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
September 2011	Separated policy from Nappy Changing, Procedure to Responsibilities, added cleaning of Potty's to procedure
November 2011	Responsibilities for Educators: added relevant regulations and quality standards in relation to new Education and Care Services National Regulations and National Quality Standard
December 2012	Scheduled Policy Review, no changes made
January 2013	Added information for In Home Care
June 2014	Scheduled Policy Review – no changes made
December 2015	Scheduled Policy Review – No changes made
June 2018	Update sources

Toilet Hygiene Procedure

Getting Ready:

- Increase children's awareness of the need for appropriate hygiene practises and give children the opportunity to implement appropriate hygiene practises as a part of their daily routine
- Consult with the child's parent before developing a toilet training plan with the family
- Ask parents to supply additional changes of clothing for their child
- Begin toilet training when the child shows an interest, and with parent consultation
- Ask children regularly if they need to go to the toilet
- Encourage children to go to the toilet when they need to
- Refer to urine and faeces as "wee" and "poo", only
- Refer to "penis", "vagina" or "bottom" only

Changing Soiled Clothing and Toileting:

- Wear gloves when assisting children on the toilet and handling clothing soiled with faeces or urine
- Place soiled clothes in a plastic bag, tying the top firmly, for parents to take home at the end of the day. Soiled clothes are not to be washed at the Educators home as this can spread germs; they need to be laundered at the child's home
- Help the child to use the toilet
- Help the child wash and dry their hands. Ask older children if they have washed and rinsed their hands, counting slowly to 10 singing for this length of time. Explain to the child that washing and drying their hands properly will stop germs that might make them sick
- Using a potty chair increases the risk of spreading disease. If the child can use a toilet this is preferable. If the child must use a potty, empty the contents into the toilet and wash the potty chair. Do not wash it in a sink used for washing hands

Promoting Positive Toileting:

- Encourage children to let the Educator know if they have wet or soiled their pants as soon as possible
- Do not punish or criticise children for wetting or soiling their pants. Encourage the child to remember next time and ask them to help in the clean up process
- Promote children's toilet and hygiene education by responding positively and encouraging children e.g. - when a child soils their pants let them know it's ok and discuss positively with them what they can do next time
- Maintain professionalism when discussing children's toilet and hygiene education and incidents, using correct terminology not slang
- Encourage children's independence e.g. – children to remove their own clothing, collect changes of clothes from their own bag etc
- Work in partnership with families to maintain a consistent toileting environment

It is important to record the child's toileting information for parents when they are learning.

Toileting records will be recorded with approximate times as follows:

BM = Bowel Movement

W = Wee

WP = Wet Pants

S = Soiled Pants (BM)

T = Try