



Toileting Policy

POLICY STATEMENT

Our Organisation will provide an hygienic environment for toileting and nappy change for Educators, children, families and visitors. We aim to provide a high level of care and consideration in meeting a child's individual needs with toileting. Educators will engage children in conversations about, routines and personal hygiene that promote children's understanding and importance of respect for the wellbeing of them and others.

PROCEDURES

- All toilet facilities will have access to a hand basin or sink with running water
- All toilet facilities will have access to soap and paper towel or hand dryer
- Wherever possible, women and girls will have access to proper feminine hygiene disposal
- All Educators will be responsible for monitoring the availability of hand wash and paper towel
- Children will be encouraged to inform Educators if the toilets need attention
- Toilets & hand basins will be cleaned and disinfected daily
- Educators must wear disposable gloves when assisting children with toileting, nappy change or changing soiled clothing
- Educators must wear disposable gloves when cleaning the toilets
- Educators and children must use effective hand washing techniques after toileting, handling soiled clothing, bodily fluids and after assisting children with toileting issues and after removing disposable gloves
- Soiled clothing must be double wrapped in plastic bags and then given to the child's family for laundering
- Families will be informed through conversations of children's need to have spare clothing in their bags
- Wherever possible children will have access to replacement clothing, including clean under wear
- Educators will protect themselves and the child they are caring for during toileting to ensure that their dignity and individual needs are met and maintained
- Two Educators may be required in some cases when changing children, however Staff to child ratios must be considered as not to compromise adequate supervision for the other children at the service
- Educators will encourage children to self-assist with all aspects of toileting and effective hand washing techniques
- Educators will inform children through informal conversations the right for a person's individual need for privacy and to show consideration for others



Out Of School Hours Care Service Inc

Nappy Change Procedures

- Educators will discuss with families any routines for children who wear pull ups
- Soiled clothing must be double wrapped in plastic bags and placed in soiled clothing container then given to the child's family for laundering

Educators Responsibilities

- To minimise the risk and spread of infectious diseases that are transmitted by faeces and other body fluids through children's toileting and changing children's nappies
- Consider and accommodate the specific health and hygiene needs of older children in care, giving consideration to protecting
- Liaise with families to establish and maintain nappy change routines for each child

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
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Out Of School Hours Care Service Inc

<u>National Law</u> 165 Offence to inadequately supervise children 167 Offence relating to protection of children from harm and hazards 301 National regulations <u>National Regulations</u> 84 Awareness of child protection law 88 Infectious diseases 90 Medical conditions policy 91 Medical conditions policy to be provided to parents 103 Premises, furniture and equipment to be safe, clean and in good repair 106 Laundry and hygiene facilities 109 Toilet and hygiene facilities 112 Nappy change facilities 155 Interactions with children) 157 Access for parents 168 Education and care service must have policies 170 Policies and procedures to be followed 171 Policies and procedures to be kept available 172 Notification of change to policies or procedures	2.1.2 Health practices and procedures 2.2.1 Supervision 2.2.3 Child protection 3.1.1 Fit for purpose 4.2.2 Professional standards 5.1.2 Dignity and rights of the child 6.1.1 Engagement with the service 6.1.2 Parent views are respected 6.1.3 Families are supported 6.2.2 Access and participation 7.1.2 Management systems	<ul style="list-style-type: none"> - Parent Handbook - Enrolment and Orientation Policy - Providing a Child Safe Environment Policy - Child Protection - Physical Environment - Communications - Staff Professionalism - Supervision - Hygiene and Cleaning - Vacation Care - Work Health and Safety - Infectious Diseases
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