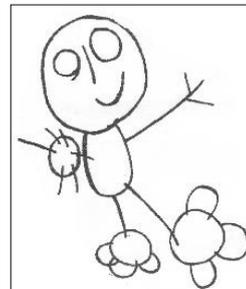


Wudinna RSL Memorial Kindergarten

Site Specific Procedure



Toileting procedure

Rationale:

While the majority of children enrolling in preschool are toilet trained, a number of children of preschool age are not developmentally ready. Wudinna RSL Memorial Kindergarten promotes the inclusion of all children, including those with health care needs. 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 endeavour 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 will endeavour 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.

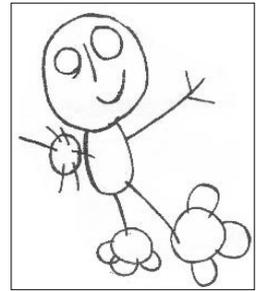
Families are responsible for providing all aids and equipment their child may need i.e. nappies, pull-ups, wipes and spare clothes (including underpants)

- 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.

Wudinna RSL Memorial Kindergarten Site Specific Procedure



Toileting procedure page 2

- 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).

- 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.

CHANGING OF CHILDREN'S CLOTHING PROCEDURE

- Staff to encourage children to clean themselves up and change own clothing (where practical depending on the level of soiling, ability and confidence of the child).
- If staff helps children to change clothing, ensure another adult is nearby.
- Wear Gloves
- Collect clothing out of child's bag OR
- Spare clothing kept in bathroom cupboard
- Put soiled clothing in plastic bag tie to seal the bag (Double bag if necessary)
- Wash hands and child's hands
- Put clean clothing on with clean hands (not used gloves)
- Record incident on **toileting accident form** and put into child's pigeon hole to communicate accident to parent/caregivers.
- tie bag of soiled clothing onto child's bag or place inside bag if this is not possible