Port Broughton Kindergarten

Toileting and Changing procedure

Everyone has accidents. It is nothing to be ashamed of.

1. Notify another staff member or adult before helping with any toileting or changing where possible.

2. Always wear gloves.

3. Help the child use the toilet. We do not wipe – we will talk the child through the procedure.

4. Remind child to flush button.

5. When changing clothing assist where required.

6. Ask the child if they washed their hands with soap.

7. Place soiled clothing in a plastic bag in child’s locker for parents to take home at the end of the day as stated in the universal guidelines.

8. Remove gloves by peeling them back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Dispose of gloves in the bin.

9. Wash your hands with soap.

10. Record details of time, child’s name, and other notified adult in register located in the staff office.

11. Ask parents to supply a clean change of weather appropriate clothing each day.

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Signed: ____________________________________________  
Chairperson – Governing Council  
__________________________________________  
Director – Port Broughton Kindergarten