



Toileting Policy

Why a toileting Policy is important:

Toileting is one of the first self help skills children learn. It is also a time in which sanitary procedures and personal hygiene are very important to reduce the opportunity for germs to spread that may cause illness for staff and children.

At Puss 'n' Boots Day Nursery the levels of dependency and assistance for toileting required vary enormously.

Some benefits from toileting the children together at this age range support toileting by example from the other children and from time to time treat sexual differences in a casual manner. When children notice differences between themselves and others, it allows staff to give straightforward, simple explanations.

At Puss 'n' Boots Day Nursery the toilets are linked directly to the main play area and open to children who may access them independently or with supervision from practitioners. Children that are potty Training or fully toilet trained can access the at all times. There are 3 toilets and sinks, adapted for children's size with two small and one medium for a maximum of 28 children. The Nursery provides several potties and modified toilet seats and steps. We also have a bin available to dispose of any tissues, wipes and paper towels. For Nappy changing and disposal of nappies, the nursery has a double wrapping system.

Each member of staff regularly checks the toilets and toileting area to ensure it is visibly clean and sanitised. Checking for availability of paper towels, tissues, toilet paper, wipes and soap. The children have their own soap dispensers and hand dryers for independent use.

Cleaning is carried out daily to fully sanitize the toileting area at the end of each day, 2 days by staff and 3 days by an outside cleaning company.

All practitioners are aware that bodily fluids are potentially dangerous and that Aids and Hepatitis B & C can be transmitted through infected fluids of one person reaching fluids to another.

It is imperative that the highest of standards of hygiene and personal safety are practiced at all times. Any items such as sanitary wear or nappies that cannot be flushed down the lavatory must be placed in the double wrapper bin and disposed of correctly.

The following procedure must be followed at all times:

- Gloves and Aprons must be worn at all times when clearing up urine or vomit from the floor or any other surfaces.

- All spillages must be cleared up immediately with paper towels: these then will be sealed in a plastic bag and disposed of correctly in the double wrapper or other bin.
- The affected floor or surface must be disinfected with Milton, Bleach and boiling water.
- The Red mop within the setting is used for everyday cleaning and the blue mop and bucket is used for bodily fluids. If the mop and bucket is used for cleaning up any vomit or urine the bucket and mop should be sterilized, disinfected and left to dry ready for future use.

Staffs are made aware of good hygiene practices in order to prevent the spread of infection. All cleaning materials are stored safely with child locks to prevent easy access.

All COOSH sheets for any products kept on the premises are kept in a brown folder in the office cupboard.

Every member of staff will sterilize and sanitize the potties after every use.

Toddlers:

The children in this group generally move through from baby unit or start nursery nappy dependant. The process of toilet training is accomplished through mutual support between:

- The child
- The parents/carers and
- The staff

Practitioners are available for individual consultation in regards to this matter. Practitioners will make suggestions to parents about readiness, or lack of, of each individual child. Children will be encouraged and supported through stickers and praise. Parents are supported and given information about how our setting differs from the familiar home environment and how this may affect the toileting process

Pre-school:

The majority of this group are expected to go to the toilet when they feel the need, but occasionally children will have to be reminded. At Puss 'n' Boots we also have several times throughout the day when we all toilet or have a try, e.g. before garden time. This process allows a member of staff to be on hand for any support and assistance. During this time we all actively promote good personal hygiene and hand washing skills. We encourage children to take responsibility for themselves, parents can aid this by doing the same at home and dressing children in appropriate clothing

Mishaps:

Mishaps do occur; parents can assist staff by providing extra clothing for their child. When children have a mishap at Nursery, practitioners change them without shaming or disgust but without approval either. Many children may become humiliated or embarrassed by wet or soiled underwear, practitioners deal with this in a sensitive manner in a quiet area. . In the event of any accidents, soiled clothing will be removed and laundered if possible before being put into a bag which will be sent home with parents at the end of the session.

Nappy Changing:

All practitioners will observe high standards of hygiene when changing nappies. Nappies will be provided by parents along with any creams necessary. The Nursery will ensure a supply of Sudocreme and wipes for any needs too.

- Children will lie down to have their nappy changed.
- Practitioners will wear protective clothing such as gloves and aprons during changing.
- The changing mat will be wiped between each child for hygiene reasons to ensure it is clean and disinfected.
- The practitioner will dispose of gloves and the nappy and wipes for each change in the double wrapper bin.
- Practitioner will use a new set of wipes to change the next child's nappy.
- At the end of nappy changing, practitioners will remove protective clothing, wipe all surfaces with antibacterial spray and store equipment appropriately out of reach of children.
- The children are to wash their hands after having their nappy changed. In the baby room this can be difficult but the baby room, the babies sink will be used to clean hands.
- The nursery may supply spare nappies if nappies are not provided by parent/ Guardians but a charge may be made to the parent.