

Community Action Team CHILD & FAMILY DEVELOPMENT PROGRAMS

Toileting, Toileting Assistance and Diapering

Children will be encouraged to be independent to the greatest extent possible when using the toilet. Staff will work with parents to develop a consistent Toileting Care Plan, form 3-31b, between home and school when a child is learning to be independent with toileting. Document in **Child Plus in the Health module** and upload the plan. Staff will create, post, and share with parents the visual steps for independent toileting. The plan will include the following steps toward independence.

- Staff will provide full assistance
- Staff will provide hand-over-hand helping assistance
- Staff will provide verbal assistance by remaining outside the stall
- Staff will provide limited assistance or occasional help as needed
- Child will be independent and not need assistance from staff
- Staff and parent will work together to help child be successful by providing a consistent toileting program at home and school.

Teaching staff will use form 3-31a when assisting children who need daily reminders to toilet, have toileting accidents, and when assisting or changing pull-ups and diapers to insure children are checked daily at a scheduled time and changed if wet or soiled as needed.

Upload to Child Plus when form is complete to the Health module.

A staff member will not be left alone and out of sight or hearing distance of another staff member when with a child at anytime. Volunteers will not be left alone and out of sight or hearing distance of a staff member when with children at anytime; the only exception is a child may be left alone with the parent or guardian. Staff will use active supervision during toileting time.

For classrooms that do not have toilets readily available in the classroom a clear plan will be developed. The plan must include:

- Intentional times bathroom use is planned
- Time planned will be coordinated with other routines as much as possible to reduce transitions
- Support for children to access the bathrooms outside of the planned time
- How ratios will be maintained
- Staff placement for the safety of children and staff
- Coordination with community partners in a shared space

The plan will be shared with the teaching team and volunteers as need to maintain active supervision and safety of children.

There shall be at least one hand washing sink with mixing faucets for every two toilets whenever possible. Staff and children shall wash their hands with soap and warm running water after using the toilet. When a child cannot reach the sink and/or soap dispenser without adult assistance, non-slip stools will be provided to accommodate the child. Staff will monitor toileting areas to ensure that proper hand washing and safety is maintained in toilet rooms.

Toilet rooms will:

- have at least one flush toilet for each 15 children in the center 36 months old or older. be free odor absorbing devices (typically placed at the bottom of urinal) that are within reach of children because they are toxic.
- be supplied with paper towels, toilet paper and liquid soap. Toilet paper and holders, paper towels and soap dispensers will be available within easy reach of all users.

All surfaces in toilet rooms must be easily cleaned and must be disinfected on an as needed and daily basis. Staff will follow universal precautions and new disposable gloves will be used when assisting each child with toileting or diapering.

Accommodations will be made for any children with special needs. Staff will follow universal precautions when assisting a child with toilet training or diapering.

Adaptations will be utilized to assist with the toileting needs of children with physical disabilities and when necessary an assistant will be designated to aid in this process. To prevent disease transmission portable potty chairs will not be used unless a child's condition is such that other adaptations will not safely accommodate the child. In the event that other portable potties or other adaptations are used, they must immediately be sanitized by staff following use.

Contents in portable potties must be placed in toilet and flushed. Disinfectant and disposable gloves will be used in disinfecting adaptive toileting devices. After usage portable potties or other adaptations will be stored in the toilet room out of reach of children.

In the event that visible body fluids or solids are present in the toilet room, staff must wear disposable gloves and wash hands after disinfecting toilets, floors and sinks soiled with any body fluids or solids. Head Start staff will use universally recognized precautions at all times for infection control. If a child needs assistance with cleaning themselves after an accident involving a bowel movement, baby wipes may be used and discarded into a bag and labeled. Mops and mop buckets are to be clean and stored outside of the classroom or in a locked closet after use.

If children need assistance with toileting or diapering, a second staff member will be within sight and sound. Baby wipes may be used in accordance with program procedures and disposed of following universal precautions. All diapering surfaces and toileting rooms will be disinfected after assisting children with toileting or diapering. Soiled clothes will be doubled bagged, labeled and sent home. Garbage will be removed daily.

Center-based programs are expected to provide diapers (pull-ups) are needed by the child during the part of the day that the child is at the Head Start center. Parents are not required to provide diapers for their enrolled child. Parents will not be charged a fee for the costs incurred by the program in providing diapers to children that need them.