



## Procedure in The Toilet

- Staff must ensure they wear the appropriate Personal Protection Equipment (PPE) before cleaning the toilets or when supporting a child in the toilet. (See Infection Control Policy)
- The toilet, toilet handle, toilet dispenser, sink and taps should be cleaned before each session, using the cleaning wipes provided.
- Children should be encouraged to wash their own hands, with liquid soap and warm running warm water after using the toilet before snack time and if hands are dirty. They should also be encouraged to wash their hands after coughing, sneezing and blowing their nose. (Help should be given if needed.)
- Only staff with a PVG should accompany children to the toilet, change soiled clothing and the child's privacy should be respected at all times. Exception to this is when a parent is supporting their own child and no other children are using the facilities.
- Toilet trained children should be encouraged to attend to their toileting needs independently and only given support when requested to do so.
- Parents should be consulted on their own child's toilet training needs, this should be recorded on their Individual Care Plans and updated at least every 6 months.
- Staff should wash their hands prior to putting on their (PPE) and ensuring any cuts or broken skin are covered with a waterproof dressing before gloves are put on.
- Appropriate (PPE) should be worn when dealing with any bodily fluids or when cleaning the toilet area. Gloves should be removed by peeling them back from the wrists and turning them inside out as you go. These should be placed in a tied plastic bag and disposed of in the bin after use and hands washed immediately.
- Soiled clothing should be double bagged in plastic bags, sent home with the parents and an Incident report written and signed by the parent.
- If a potty is to be used the contents of the potty should be emptied into the toilet and wiped out with toilet paper. This should be flushed away. The potty should be washed using warm soapy water and designated cloth and dried with a paper towel.
- The removable child sized toilet seat must be thoroughly wiped over after use with warm soapy water and designated cloth and dried with a paper towel.
- The child sized toilet seat must be inspected for wear and tear as part of the Hall Risk Assessment annually and replaced if there are any breaks or tears in the covering.

- The floor and children's steps in the toilet should be washed at the end of each session, using the allocated mops (Step1 and Step 2).
- The paper towel bin should be emptied weekly or sooner if full.

**Any bodily fluid or blood spillages should follow the following procedure: -**

1. Staff must wear appropriate PPE.
2. Spillage should be soaked up with disposable paper towels or kitchen roll which are then disposed into a double bag.
3. The area should then be cleaned thoroughly using warm anti- bacterial soapy water with a designated cloth or mop marked (Stage 1 – Bodily Fluids) and dried with designated mop marked (Stage 2 – Drying Mop).
4. Wipe down area again with detergent and warm water solution with the mop marked (Stage 3 -Disinfectant mop, then dry with more paper towels).
5. Remove apron and gloves and place in the double bag, tie off bag.
6. Wash hands.
7. Place bag into outside bin.

**This procedure is written in guidance of the 'Infection Prevention and Control in Childcare Settings – Health Protection Scotland (September 2015)**