



5.14 Toileting procedure

From time to time children have toilet accidents and this needs to be dealt with as far as possible with sensitivity and in confidence.

Guidelines

There are two types of toileting procedures the school can be expected to deal with.

1. Irregular Occurrences – usually involving junior children:

- The child is to come to the school office. (If possible- accompanied by the teacher)
- Office staff will deal with the matter as follows:
 - a) Child is provided with clean and dry clothing;
 - b) They are given a plastic bag for wet or soiled clothes;
 - c) They go to the nearest toilet to clean and change;
 - d) If possible parents/caregivers will be notified and asked to return the spare clothes after washing;
 - e) If a child requires assistance, or clothing has to be removed, both office staff will be present;
 - f) The caretaker will be asked to clean up areas as necessary; and
 - g) Office will ring parents/caregivers to alert them to wet clothes coming home in a plastic bag.

2. Semi- Regular Occurrences- related to a medical condition

- a) The child, in consultation with parents/caregivers, will be assessed to secure high health needs or similar funding (MOE) to employ a teacher aide.
- b) An IEP (Individual Education Plan) will be prepared to meet the needs of the child. This will be reviewed at regular IEP meetings, and the school will be supportive of the psychologist's recommendations.
- c) Families are to be asked to keep a bag of spare uniform items at school for changing the child.
- d) If a child requires assistance, clothing has to be removed, or the child needs a shower, both the teacher aide and a member of the office staff will be present.

Appendix 5: High health needs student - multiple toilet accidents



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Toileting Procedures for Children at Parnell District School.

The school staff, to the best of their ability will determine if a child is soiled or wet. If so, a designated staff member with a fellow staff member in support, will help the child to change their clothes and assist with a shower. Sometimes checking a child for occurrences will need to be instigated at a teacher or teacher aide's discretion.

Name of Child _____ Room ____

In the event of a toileting accident I understand my child will be taken to _____ (place in the school)

My child will be changed by _____

(Names of at least two staff members)

I have read and am supportive of the toileting procedure policy and procedures as outlined by the school

Signed _____ (Parent/Guardian). Date _____