



**ACT**  
Government  
Education

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## Procedure: Toilet Training

For children who are being toilet trained, this procedure is completed every 90 to 120 minutes (but no longer than 120 minutes) whilst at preschool.

### Timed Toileting procedure

1. Staff are to wash and dry their hands, then put gloves on.
2. Remove child's nappy/pullups, or encourage child to remove their underpants & clothing, assist if required.
3. Assist child to sit on the toilet.
4. Encourage child to clean from front to back with toilet paper, assist if required.
5. Assist the child off the toilet, and encourage child to flush toilet, assist where required.
6. Encourage the child to put on their own underpants and clothing, assist if required, or replace child's nappy.
7. Peel gloves off, turning them inside out and place in the bin.
8. Assist the child to wash and dry their hands and return them to the play area.
9. Record on the Nappy/Toileting Communication Record.

### Handling Soiled Clothing

At all times, staff are to assist a child who has been incontinent. It is not appropriate to notify and wait for a family to arrive unless this arrangement has been made as an individual agreement in advance and there is an agreement that a family member will always be available to support the arrangement.

1. Use gloves to place any soiled clothing into a plastic bag.
2. Peel off gloves, turned inside out and placed in the bin.
3. Wash and dry their hands.

Children who are toilet learning must not be left alone to self-toilet.