

7a. Bathroom Procedure

- Created 2/99
- Reviewed 6/10
- Reviewed 10/17

All student activities, including toileting, are opportunities for students to develop self-help skills.

If a child needs help in the bathroom, staff will notify other staff in classroom that they will be

helping a child. After assisting the child, staff will wash their hands with soap and warm running

water. Only staff or parent/guardian will take children to the bathroom. Staff may send children

to the bathroom using the buddy system, but must supervise from the classroom or bathroom

doorway. Each classroom must remain in required ratio and will have a supervision plan in place.

If a child needs to use the bathroom and the classroom bathroom is not available, then the person

listed on the supervision plan will be notified to assist.

1. Avoid having children wait in the bathroom. Keep the number entering the bathroom in accordance with the number of toilets and lavatories available.
2. Staff will supervise and monitor the bathroom to assist children in being safe and ensure sanitary procedures are carried out.
3. After toileting, the children are to flush the toilet and then wash their hands with soap and warm running water.
4. Toilet accidents are not unusual in groups of three and four-year-olds. They are less common in older children, but still may happen. Wet pants are more common than a bowel movement. If a child has an accident, suggest that he/she try to use the toilet - sometimes he/she is not finished and may wet again after their clothing is changed. Get dry clothing for the child. **Using vinyl gloves, help him/her dress;** put soiled clothing in a zip lock bag and label it with the child's name. Be matter of-fact when other children ask about what has happened. The teacher will report the accident quietly to the parents so the child does not feel betrayed and so the parent will not be inclined to punish him. The teacher may say, "We'll remember to encourage Johnny to go to the bathroom right after snack." To the child the teacher might say, "Johnny, be sure you tell a teacher when you need to use the bathroom."

Post this notice as well as any site specific instructions near the bathroom and send a copy to the area manager.