

TOILET AND NAPPING PROCEDURE

Infant Community toilet procedure

In the event of a child needing the toilet, the infant/toddler must be assisted in the following manner:

- A staff member will invite the child to accompany her/him to the children's toilet area.
- The child will collect his/her changing bag from his/her coat peg, (if they are able to do so), on route to the toilet area.
- The staff member will wear an apron and gloves to assist the child when changing in the designated toilet area. The child will be guided to stand on the changing mat and the staff member will guide the child in removing any soiled garments which are placed in a nappy sack and sealed. The child will be guided to put the sack inside his/her changing bag to take home.
- The staff member will invite the child to sit on the toilet for a few minutes, to encourage the toileting routine. The child will be encouraged to wipe themselves using toilet paper and then flushing the toilet.
- The child will then be encouraged to find spare clothes in his/her changing bag and dress him/herself with as little or as much help from the staff member as needed.
- The child will then be guided to wash themselves in the toilet area with soap and water and then the child will be assisted in drying themselves with a towel. The child will then be guided to place the dirty towel in the bin.
 - The staff member will disinfect the changing mat with disinfectant wipes and dispose of the wipes, apron and gloves in a sealed bin and wash and dry hands thoroughly.
 - The changing mat, apron, wipes, gloves and all cloths and towels for this procedure will be stored in a designated area in the children's toilets.
 - The child will then return to the classroom and replace his/her bag on the coat peg.
- In the meantime, back in the classroom, and in the event of an accident, another member of staff, will clean up the affected area immediately, following the procedure below:
 - The staff member will use gloves, cloths and the disinfectant blue spray to clean and disinfect the affected area. Any cloths used will be placed immediately in an orange bag, closed and placed in the laundry bin.

WIPING UP SPILLS

The following procedures shall be followed when handling blood and blood-containing fluids (e.g. wound exudates) of all persons in the school.

- In the event of spills of vomit, urine and faeces on floors, bathrooms or the nappy changing area, the affected area will be cleaned and disinfected immediately.
- For spills of blood or blood-containing body fluids or discharges, the area shall be cleaned and disinfected.
- Staff member will wear gloves and clean the spill with disposable cloths. All soiled cloths will be placed in an orange bag, that is closed and placed in the laundry basket.

REST AND SLEEP PROCEDURES

Throughout the day children are given the opportunity to rest and sleep appropriate to their age/stage of development and their individual needs. The individual sleep and rest pattern of children are discussed and agreed with parents and met as far as possible within the daily routine.

Rest times

- Comfortable areas and an appropriate environment are provided to allow children to rest.
- Opportunities are given for children to sit quietly, listen to music, look at books and to read or are sung to.

Sleep times

- Staff recognise that children have individual needs when being settled to sleep.
- Comfort items such as blankets, toys from home etc., are used in line with parent's wishes.
- Staff ensure that children are clean and comfortable before being put down to sleep.

An appropriate environment will be provided to encourage children to settle to sleep such as:

- Drawn curtains or blinds to darken the room.
- Sufficient room between sleep mats to prevent disturbance.
- Relaxing music can be played.
- Children who are not sleeping or unable to settle may be taken back to another classroom, the outside garden or the paddock area to prevent disruption.

In order to ensure that children sleep safely:

- Children are provided with a sleep mat, a sheet and a small pillow for their use at nursery, dependent on parent's wishes.
- All children are supervised at all times while sleeping.

Staff will help children to settle to sleep by:

- Comforting them.
- Laying a hand gently on their back or tummy
- Minimal use of language
- Reading

Physical restraint is never used when settling a child to sleep. If a child does not settle to sleep after a period of time, they are allowed to get up.