

Toilet Routine

1. Prior to assisting children to use the toilet, gather required supplies.
2. Perform hand hygiene. Put on a pair of single-use gloves.
3. Place the child on the toilet.
4. Assist the child with cleaning themselves (if necessary). Discard diaper (if applicable). Ensure that any soiled clothing is rolled and placed into a securely-tied plastic bag or container. This bag must be sent home for laundering at the end of each day.
5. Remove gloves. Perform hand hygiene.
6. Help the child get dressed. After, help the child to wash their hands. Return child to a supervised area.
7. Put on a new pair of disposable gloves.
8. If using a potty, empty contents of potty into the toilet carefully to avoid splashing. Clean and disinfect the potty.
9. Clean and disinfect the toilet seat and toilet ring insert, when visibly soiled.
10. Remove and discard gloves. Perform hand hygiene again.