



## TOILETING POLICY

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### Help for non-English speakers

If you need help to understand the information in this policy please contact the front office.

### PURPOSE

The purpose of this policy is to:

- Provide guidance for staff on the occasion of toileting accidents.
- Ensure student wellbeing is given due consideration.
- This policy primarily covers students without a diagnosed disability
- Please refer to our Health Care Needs Policy for students with a diagnosed disability and for whom a healthcare plan is required.

### SCOPE

This policy relates to accidental toileting accidents, primarily in the Junior School at Caulfield Junior College.

### POLICY

It is our expectation that all mainstream students without disabilities can appropriately toilet themselves before commencing school.

In instances where this is not the case, it is the responsibility of the parents to raise the matter with the school and to determine a management plan that will clearly detail both the school's and the parents' roles and responsibilities in managing the toileting of the child.

*Staff members will not be expected to toilet students, or change soiled students' clothing unless they are aides employed in the full knowledge that toileting specific disabled students form part of the role description for which they applied.*

If an incident occurs, the teacher or supervising staff member will call First Aid (or Front Office if First Aid unattended) to notify of an incident. The student will be escorted to First Aid by an adult who has no current duty of care to other students. (i.e. Not required for immediate supervision of other students).

- In the case of wetting of clothing, clean clothing can be obtained from First Aid. Students will be able to change themselves in the toilet in the main building (They will be provided with a change of underwear and other clothing if required. They will also be given a plastic bag to store wet clothing). If an adult is unable to escort a student to the front office, then usual supervision practices apply.
- In the case of soiled clothing, the student will be escorted, with their bag, to First Aid by an adult who has no current duty of care to other students. (i.e. Not required for immediate supervision of other students). Parents of students who have *soiled* toileting mishaps will be contacted to arrange the cleaning and changing of their children. Children may be changed in the staff toilet in the main building or taken home to be



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changed. They can return to school if the mishap is not as a result of illness. Refer – Department of Health, School Exclusion Table. <https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>.

- The student will remain outside First Aid until a parent/carer arrives.

Record of the incident will be kept on Compass via the First Aid staff.

Aides involved in the toileting of disabled students will be provided with appropriate hygiene equipment. Biohazard spill kits are available.

Infection Prevention and Control in Schools is a mandatory LearnED module required by all DET staff.

Students who wish to attend the toilet during class time must seek permission from the teacher, and must attend the toilets with 2 partners.

Teachers will not prohibit a child from attending the toilet if the student requests to do so. (Teacher's judgement is required if they believe the student is taking advantage of this).

A supply of spare clothes will be kept at school so that students who need a change of clothing for any reason is able to do so. Spare clothing is available at First Aid.

#### **FURTHER INFORMATION AND RESOURCES**

- CJC Health care policy
- DET VIC Continence Care
- Personal Hygiene
- Student health support plan
- Toileting hygiene menstrual health management medical advice form.
- Toileting care and learning plan

#### **REVIEW PERIOD**

This policy was last updated on April 2022 and is scheduled for review in 2025.