

10 steps for toileting toddlers

1. Remove the child's diaper or pull-up and place her on the toilet or potty chair.
2. Wipe the child from front to back. Teach children to do the same.
3. Flush the toilet.
4. Diaper the child, as above, and help her to dress.
5. Wash your hands and help the toddler wash her hands too. Another staff member may also help the child while you continue cleaning.
6. Return the child to a safe place.
7. Empty the contents of the potty into the toilet carefully, to avoid splashing. Rinse the potty in a utility sink and flush this water down the toilet. Wear reusable household rubber gloves if hand contact with stool is possible. Wipe away any remaining stool with toilet paper and flush this at the same time.
8. Disinfect the potty and utility sink with a mild (1:100) bleach solution for a contact time of at least 2 minutes, and allow them to air dry.
9. Remove gloves and wash them in soap and water. Then disinfect by soaking them in a mild (1:100) bleach solution for at least 2 minutes. Hang them to air dry.
10. Wash your hands.