Toileting Routine
Important Steps to Remember!

1. Gather all supplies.
   • Perform hand hygiene.
   • Disposable gloves are optional but recommended for diarrhea

2. Assist the child to remove undergarments or dry, unsoiled diaper/pull-up* and assist child on the toilet or potty.
   • If necessary, wipe child from front to back and teach child to do the same.

3. If used, remove gloves and perform hand hygiene.

4. Diaper and/or dress child.

5. Wash your hands and help child wash theirs.

6. Return child to supervised area.

7. Clean and disinfect** toilet and potty when visibly soiled.
   For potty chairs:
   • Empty contents into the toilet carefully, to avoid splashing.
   • Clean potty with soapy water and empty into toilet.
   • Rinse with clean water and empty into toilet. Flush toilet.
   • Disinfect potty and use appropriate contact time.
   • Store potty in a sanitary manner when not in use.

8. Wash your hands again.

Follow Step 7 & 8 when cleaning and disinfection of toilets and potty chairs/seats etc. are required.

* Children having a soiled diaper, pull-up or undergarment should be taken to the diaper table/area for proper cleaning.

** For diarrhea and/or outbreaks, use a higher level disinfectant.
(e.g. 5000 parts per million bleach solution for a 10 minute contact time.)