

Toileting Routine

1. If the child wears a diaper, remove it. If the diaper is soiled, clean and dry the child's skin. Dispose of the cloth or disposable diaper.
2. Place the child on the toilet or potty. Stay with the child.
3. Afterwards, wipe the child.
4. Flush the toilet or let the child flush it. If a potty was used, empty its contents into the toilet and flush.
5. If necessary, diaper the child and help the child get dressed.
6. Assist the child in handwashing. Return the child to a supervised area.
7. Rinse out the potty and flush the water down the toilet. If there is any remaining stool in the potty, wear household rubber gloves and remove all the stool with toilet paper. Rinse the potty and flush the water.
8. If wearing disposable gloves, remove them. Spray sanitizing solution onto the potty and the diaper-changing surface (if used). Leave for 30 seconds.
- 9. Wash your hands.**
10. Put away all diapering supplies.
11. Dry the potty with a single use towel. Dispose of the cloth or paper towel.
12. Dry the diaper-changing surface with a different towel. Dispose of the cloth or paper towel.
13. Return the potty to the storage area.
- 14. Wash your hands thoroughly.**
15. Record the child's use of the potty, any bowel movements and skin condition, as necessary.

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