

## TOILETING-“POTTY CHAIRS”

**POLICY:** All toileting of children participating in UMCHS programs will be carried out in a sanitary, safe manner to prevent the spread of germs and diseases that can occur during the toileting process. This procedure will be posted where toileting will take place

### **POTTY CHAIR USE/STORAGE:**

1. Potty Chairs may only be used in special situations at our non licensed sites with prior approval from Health Director.
2. Potty Chair may only be constructed of plastic or similar nonporous synthetic products. Wooden potties may not be used.
3. Used only in bathroom areas
4. Must be placed out of reach of toilets or other potty chairs
5. Cleaned and sanitized in a utility sink not used for hand washing.

### **Steps for Cleaning and Sanitizing the Potty Chair**

1. **Disposable non-latex gloves need to be worn by staff during diapering/ toileting**
2. After use, empty potty contents into toilet.
3. Rinse the potty in a sink reserved only for this use.
4. Wash and sanitize the potty chair and the sink
  - After the potty chair has been washed, wet entire surface with disinfecting bleach solution (1/4 cup of bleach to 1 gallon water - make this solution daily as it is ineffective after 24 hours; (See sanitizing solution recipes under cleaning guidelines)
  - Wipe with paper towel and dispose in diapering trash can
  - Sanitize the sink with bleach solution
  - Store sanitizing solution securely
5. Wash your hands according to hand washing procedure.