

The North East Metropolitan Language Development Centre (NEMLDC) is a school for educational excellence in the provision of specialist programs for eligible students with Developmental Language Disorder (DLD). Students attending the NEMLDC participate in a high-quality teaching and learning program that develops language to build futures.

## Guideline Statement

---

This policy outlines the procedures that apply to managing toileting incidents at the NEMLDC.

Students attending the early childhood phase of schooling may not be fully toilet trained and will not be refused enrolment purely on this basis. Some students may require a documented plan to support the development of independent toileting skills while others may require ongoing support.

Learning to toilet independently is part of a child's personal and social learning and development. The level of support will depend on the individual child's needs and may range from full assistance including the changing of pull ups or clothing following accidents, through to verbal reminders of the necessary steps in the process of toileting.

When required, documented Toileting Management Plans will be developed by the school in collaboration with parents to provide guidelines for staff in caring for students with toileting concerns or disabilities, i.e. appropriate and reasonable physical contact necessary to carry out tasks such as toileting and dressing. All plans and action regarding toileting will always maintain the dignity of the child.

## Our Commitment

---

Staff at the NEMLDC are committed to:

- Supporting students to develop independent toileting skills
- Implementing plans and actions that always maintain the dignity of the child.
- Informing the families of Kindergarten students, and the families of prospective and newly enrolled students of their responsibilities as stipulated in the Toileting Support Guidelines document. Information will be provided at the following events:
  - Enrolment Information Session / School Tour
  - Kindergarten Orientation Day
  - Classroom Information Meetings (Term 1)
  - Case Conferences (when appropriate)
- Developing Toileting Management Plans that will maximise the students' capacity to participate and manage their own toileting and hygiene needs. Plans will include input and feedback from the Associate Principal, Education Assistants (EA), Student Support Team (where appropriate), parents/carers and external service providers (if required).
- Adhering to the Department's policies - Please refer to the Legislation and Government Requirements and related policies section of the policy

## Guidelines and Procedures:

---

## OFFICIAL

Any student in Pre-Primary, Year 1 and Year 2 who is not fully independent for toileting will have a Toileting Management Plan. This will be developed collaboratively by the teacher, Associate Principal, Student Support Team and parent/s or caregiver/s.

Students in Kindergarten may not be fully toilet trained when starting their school year. Throughout this year of schooling, Toileting Management Plans will only be developed if recommended by a health care professional or if it is identified as being required to support the individual needs of the student through the process of Case Conferencing.

### **Parent/Caregiver Responsibilities**

- Notify the school of any supports required for toileting or if a student is not consistently independent with their toileting needs.
- Provide their child with 2 spare changes of clothes and any other toileting consumables (e.g. plastic bags) if the child is not independently toileting or if the child has urinary or faecal incontinence.
- Continue toilet training at home.
- Promote toileting routines and hygiene in the home environment.
- Arrive at school to clean the child or take them home for a shower if necessary or if stipulated in the Documented Toileting Plan.
- Seek support through a GP and any services advised through a Case Conference with the Associate Principal, Student Support Team member and teacher.

### **Teachers and Education Assistants' Responsibilities**

- All EAs and teachers, as included in their Job Description, will assist students on a Documented Toileting Plan (or where a plan is in the process of being developed) and students who have occasional toileting accidents at school with the actions outlined below.

#### ➤ **Teachers should have Toileting Routines in place in each Classroom**

- Routines should include:
  - Reminders/taking all students to the toilet at regular intervals.
  - Consideration for any known developmental or health impacts relating to toileting.
  - Consideration for strategies and outcomes identified in documented Toileting Management Plans.
  - Consideration of environmental impacts on toileting (e.g. distance to bathrooms, privacy, etc.) which may affect the student's ability to toilet themselves independently.
  - Explicit modelling of toileting and hygiene expectations and steps through use of visual prompts, picture books/stories and/or songs, when applicable.
    - (Use of the minimum amount of physical prompting necessary).
  - The provision of enough time for students to complete their toileting needs with minimal prompting.

#### ➤ **If a toileting incident occurs for a student not on a Documented Toileting Plan:**

- The classroom EA is responsible for:
  - Immediately seeking additional staff assistance (there must be 2 adults present as a critical protective measure for both staff and student).
  - Assisting the student to undress and dress themselves, when appropriate.
  - Assisting the student to use wipes to clean themselves.

## OFFICIAL

- Using wipes to clean the student when necessary.
- Assisting the student to dispose of wet or soiled material in a plastic bag.
- Assisting the student to wash their hands.

(use visual prompts and or verbal prompts to guide students to complete the above by themselves where possible).

- Wearing appropriate health & safety equipment (gloves, mask, department approved footwear).
- Appropriate disposal of hygiene items (non-disposable wipes, used gloves and used masks placed in unused bin bag and place tied bin bag in a designated bathroom bin).
- Recording toileting incidents using NEMLDC Contenance Management Log (**see Appendix 1**) for students who have more regular toileting accidents (to support development of Toileting Management Plans).

- The classroom teacher is responsible for:

- Informing the parent/carer of the toileting incident via Dojo, in person or via phone call.
- Informing the Associate Principal and Student Support Team member if the NEMLDC Contenance Management Log shows evidence of regular assistance required for a student in the bathroom (to support development of Toileting Management Plans)
- Collaborating with the EA, Associate Principal and Student Support Team (if appropriate) to create a Toileting Management Plans (**see Appendix 2**).
- Completing a case conference with the family, Associate Principal and Student Support Team (if appropriate) to explain the documented plan.

➤ **If the student has a bowel movement in their underwear that has soiled a substantial amount of their clothes,**

- The classroom EA is responsible for:

- Cleaning the student using the above guidelines to make the student more comfortable.

- The classroom teacher is responsible for:

- Contacting the parent/carer to take the child home for a shower.

➤ **If a toileting incident occurs for a student on a Documented Toileting Plan:**

- Follow above protocols, unless another arrangement has been specified in the documented toileting plan.
- Note that if a child is on a Documented Toileting Plan for regular bowel movements in their underpants or pull-ups, part of the signed plan needs to include that the family is required to come to school to clean the child or take them home for a shower if necessary.

### **Associate Principal Responsibilities**

- Collaborate with the classroom teacher, EA and Student Support Team (if appropriate) to create a Toileting Management Plans, which may include:
  - Social Story
  - Routines
  - Involvement of external agencies
  - Toileting record log
  - Reward chart
  - Information regarding parent support
- Complete a case conference with the family, teacher, and Student Support Team (if appropriate) to explain the documented plan.

## Legislation and Government Requirements

- Western Australia School Education Act 1999  
[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc\\_47516.pdf/\\$FILE/School%20Education%20Act%201999%20-%20%5B04-j0-00%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_47516.pdf/$FILE/School%20Education%20Act%201999%20-%20%5B04-j0-00%5D.pdf?OpenElement)
- School Education Regulations 2000  
[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc\\_47427.pdf/\\$FILE/School%20Education%20Regulations%202000%20-%20%5B03-h0-00%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_47427.pdf/$FILE/School%20Education%20Regulations%202000%20-%20%5B03-h0-00%5D.pdf?OpenElement)
- Department of Education: Duty of Care for Public School Students Policy  
<https://www.education.wa.edu.au/web/policies/-/duty-of-care-for-public-school-students-policy>
- Department of Education: Code of Conduct  
<https://www.education.wa.edu.au/dl/jk470ogo>
- Department of Education: Student Health in Public Schools Policy  
<https://www.education.wa.edu.au/web/policies/-/student-health-care-in-public-schools-policy>
- NEMLDC Students at Educational Risk (SAER) Guidelines
- NEMLDC Classroom Responsibility Policy
- NEMLDC Communication Guidelines

## Resources for Further Information

Information for Schools			
Document Title	Author or Organisation	Access Link	Additional Services Provided by Organisation
Raise a Support Request- School Nurse	Department of Education (DOE)	<a href="https://ikon.education.wa.edu.au/-/understand-school-health-services?section=support">https://ikon.education.wa.edu.au/-/understand-school-health-services?section=support</a>	
Toileting and Nappy Changing Principles and Practices	Australian Children's Education & Care Quality Authority	<a href="#">EffectiveToiletingandNappyChangingProcedure.pdf</a>	
A guide to successful toddler toileting	Ngala (Family support service)	<a href="https://www.ngala.com.au/article/successful-toileting/">https://www.ngala.com.au/article/successful-toileting/</a>	<ul style="list-style-type: none"> <li>• Parent helpline</li> <li>• Mental Health support</li> <li>• Behaviour support for parents</li> <li>• Child nutrition</li> <li>• Attachment challenges</li> </ul>
Kid Sense: Toileting  Kid Sense: Self care Development Chart	Kid Sense	<a href="https://childdevelopment.com.au/areas-of-concern/self-care/toileting/">https://childdevelopment.com.au/areas-of-concern/self-care/toileting/</a>  <a href="https://childdevelopment.com.au/resources/child-development-charts/self-care-developmental-chart/">https://childdevelopment.com.au/resources/child-development-charts/self-care-developmental-chart/</a>	<ul style="list-style-type: none"> <li>• Occupational Therapy</li> <li>• Speech Therapy</li> <li>• Presentations and Workshops for Educators</li> </ul>
Children Toilet Tactics	Continence Health Australia	<a href="https://www.continence.org.au/incontinence/who-it-affects/children/toilet-tactics?gad_source=1&amp;gclid=CjwKCAjw7p0_BhAlEiwA4pMQvGw7ftyIKsLEex6zROpSHi8Latob9FmTZS-kj-laWE7KRvGYyT_fahoCnkMQAvD_BwE">https://www.continence.org.au/incontinence/who-it-affects/children/toilet-tactics?gad_source=1&amp;gclid=CjwKCAjw7p0_BhAlEiwA4pMQvGw7ftyIKsLEex6zROpSHi8Latob9FmTZS-kj-laWE7KRvGYyT_fahoCnkMQAvD_BwE</a>	<ul style="list-style-type: none"> <li>• School toilet checklist</li> <li>• student survey and analysis guide</li> <li>• tips on how to improve and maintain your school toilets</li> </ul>

OFFICIAL

			<ul style="list-style-type: none"> <li>• information for teachers</li> <li>• resources and activities for students</li> <li>• information for parents/guardians</li> <li>• school toilet charter</li> <li>• where to seek advice, referrals and resources</li> </ul>
Developmental milestones and the Early Years Learning Framework and the National Quality Standards	The Australian Children's Education & Care Quality Authority (ACECQA)	<a href="https://www.acecqa.gov.au/sites/default/files/2018-02/DevelopmentalMilestonesEYLFandNQS.pdf">https://www.acecqa.gov.au/sites/default/files/2018-02/DevelopmentalMilestonesEYLFandNQS.pdf</a>	<ul style="list-style-type: none"> <li>•</li> </ul>

Useful Resources for All Stakeholders		
Document Title	Author or Organisation	Access Link
Children's Bowel Diary (poster)	Continence Foundation of Australia	<a href="https://continence.my.salesforce.com/sfc/p/#A0000000KUC9/a/0f000000Hbwj/i3NJ2mE3B9xr2KsFE9T0kkUYn0GrXoOiG86LEeZEYH4">https://continence.my.salesforce.com/sfc/p/#A0000000KUC9/a/0f000000Hbwj/i3NJ2mE3B9xr2KsFE9T0kkUYn0GrXoOiG86LEeZEYH4</a>
How your bladder (wee) works (poster)	Continence Foundation of Australia	<a href="https://continence.my.salesforce.com/sfc/p/#A0000000KUC9/a/Oa0000013X8X/4rAr1swzECciskDYqg_O4uNzLhC4e8mF2Uxgl_faY8">https://continence.my.salesforce.com/sfc/p/#A0000000KUC9/a/Oa0000013X8X/4rAr1swzECciskDYqg_O4uNzLhC4e8mF2Uxgl_faY8</a>
How your bowel (poo) works (poster)	Continence Foundation of Australia	<a href="https://continence.my.salesforce.com/sfc/p/#A0000000KUC9/a/Oa0000013X6v/UXJ.fQnt47LzoXi0hc_GFSDb0faQ1VLRx_pNjDrNVTo">https://continence.my.salesforce.com/sfc/p/#A0000000KUC9/a/Oa0000013X6v/UXJ.fQnt47LzoXi0hc_GFSDb0faQ1VLRx_pNjDrNVTo</a>
Your Child 2-3 Years: Edition 2, 2023	Child and Adolescent Health Services and WA Country Health Service	<a href="https://cahs.health.wa.gov.au/~media/HSPs/CAHS/Documents/Community-Health/Child-Health/1373-Your-child-2-4-years.pdf">https://cahs.health.wa.gov.au/~media/HSPs/CAHS/Documents/Community-Health/Child-Health/1373-Your-child-2-4-years.pdf</a>
Self Care	Occupational Therapy Helping Children	<a href="#">Children's Developmental Milestones for Self-Care Tasks</a>
Toilet Training	Government of WA Child and Adolescent Health Services	<a href="https://cahs.health.wa.gov.au/Our-services/Community-Health/Child-Health/Resources/Toilet-training">https://cahs.health.wa.gov.au/Our-services/Community-Health/Child-Health/Resources/Toilet-training</a>
Bedwetting service (This is a nurse-led program that helps children and teenagers who have problems with wetting the bed during the night)	Government of WA Child and Adolescent Health Services	<a href="https://cahs.health.wa.gov.au/Our-services/Community-Health/Bedwetting-program">https://cahs.health.wa.gov.au/Our-services/Community-Health/Bedwetting-program</a>
Continence and Enuresis Service	Perth Children's Hospital	<a href="https://pch.health.wa.gov.au/Our-services/Continence">https://pch.health.wa.gov.au/Our-services/Continence</a>
Continence Service and Product Information	Therapy Focus	<a href="https://therapyfocus.org.au/wp-content/uploads/2024/11/Continence-Fact-Sheet.pdf">https://therapyfocus.org.au/wp-content/uploads/2024/11/Continence-Fact-Sheet.pdf</a>

Contacts for Parent Support	
<p><b>Ngala Parenting Line</b></p> <ul style="list-style-type: none"> <li>• 8.00am – 8.00pm 7 days a week</li> <li>• Phone: (08) 9368 9368</li> <li>• Outside metro area – Free call 1800 111 546 (free from land line only)</li> <li>• <a href="https://www.ngala.com.au/">https://www.ngala.com.au/</a></li> </ul>	<p><b>National Continence Helpline</b></p> <ul style="list-style-type: none"> <li>• 8.00am – 8.00pm weekdays Eastern Standard Time</li> <li>• 1800 330 066</li> </ul>
<p><b>Local community, school or child health nurse</b></p> <ul style="list-style-type: none"> <li>• Visit your nearest child health centre</li> </ul>	<p><b>Local family doctor</b></p>
<p><b>Department of Health</b></p> <ul style="list-style-type: none"> <li>• Healthy WA: Health information for Western Australians</li> <li>• Toilet Training</li> <li>• <a href="https://www.healthywa.wa.gov.au/Articles/S_T/Toilet-training">https://www.healthywa.wa.gov.au/Articles/S_T/Toilet-training</a></li> </ul>	



North East Metropolitan  
**LANGUAGE DEVELOPMENT CENTRE**  
 Developing language. Building futures.

18 View Street, Dianella WA 6059  
 9218 1600  
 northeastmetro ldc@education.wa.edu.au  
 northeastldc.wa.edu.au  
 ABN: 21 465 662 968

**NEMLDC Contenance Management Log**

<b>Student:</b>	<b>D.O.B:</b>	<b>ADDRESS:</b>
<b>Teachers:</b>	<b>Education Assistants:</b>	<b>Speech Pathologist:</b>

Date	Time	Asked to go to the toilet or be changed	Bowel Action (small, medium, large) (solid, loose)	Change of clothes required	Shower required	Other comments	Staff present to assist
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

OFFICIAL

Date	Time	Asked to go to the toilet or be changed	Bowel Action (small, medium, large) (solid, loose)	Change of clothes required	Shower required	Other comments	Staff present to assist
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**NEMLDC RISK ASSESSMENT AND MANAGEMENT PLAN**

<b>Student:</b>	<b>D.O.B:</b>	<b>ADDRESS:</b>
-----------------	---------------	-----------------

<b>Teachers:</b>	<b>Education Assistants:</b>	<b>Speech Pathologist:</b>
------------------	------------------------------	----------------------------

**Student Strengths:**

**Current Behaviour/s of Concern (be specific):**

Behaviour    Mental Health    Social / Emotional    Self-care

<b>Contact Details</b>	
1)	2)
3)	4)

SAMPLE



OFFICIAL

Risk Behaviour or situation	Level of risk (Chance of occurrence & level of harm/danger)	Proactive Strategies To reduce risk/danger	Further action to be taken to control the risk	Monitoring & information	Review
				Carers to arrange additional support.	
Staff liability and Child Protection	<p>Allegation of abuse towards staff</p> <p>Child is vulnerable and subject to abuse due to communication difficulties</p>	<ul style="list-style-type: none"> <li>• Staff trained and aware of good practice.</li> <li>• Staff to complete mandatory Child Protection professional development.</li> <li>• Staff to complete the Continence Management Log following each incontinent episode.</li> <li>• Two staff to be present at all times when supporting with changes and cleaning.</li> <li>• If student discloses or makes comments that raise child protection concerns, comments must be documented and reported to Associate Principal.</li> <li>• Use sensitivity and discretion and only shower when necessary.</li> <li>• Wherever possible, avoid physical contact with the child especially intimate areas.</li> <li>• Wherever possible, use the existing toilet areas or the accessible toilet to protect the dignity of the child without putting staff at unreasonable risk.</li> </ul>	<p>If required, staff to make report to Department of Child Protection and Family Support. Carers to be notified of report.</p> <p>Carers to be notified of disclosures and comments related to child protection concerns.</p>	<p>School staff keep Child Protection professional development up to date.</p> <p>Deputy Principal to support school staff with CPFS concerns.</p>	Daily
Excursions and special events		<ul style="list-style-type: none"> <li>• Students to be supported by a carer during all excursions. Carer to support with prompting to use toilet and change if necessary.</li> <li>• Arrangements with carers to supply clean clothing and provision of sanitary bags, disposable wipes, hand sanitiser, and antibacterial wipes or spray.</li> </ul>		<p>School staff to advise carers of upcoming excursions in advance.</p> <p>Carers to provide</p>	Ongoing

OFFICIAL

<b>Risk Behaviour or situation</b>	<b>Level of risk</b> (Chance of occurrence & level of harm/danger)	<b>Proactive Strategies</b> To reduce risk/danger	<b>Further action to be taken to control the risk</b>	<b>Monitoring &amp; information</b>	<b>Review</b>
				necessary equipment.	

**Teachers:**

**Education Assistants (classroom):**

**Associate Principal:**

**Occupational Therapist:**

**Date:**

**Caregivers:**

**Speech Pathologist:**

SAMPLE