

NAPPY CHANGING AND TOILETING



PURPOSE

To provide a policy through which children's nappy changing and toileting are pleasant and hygienic experiences.

OBJECTIVE

To implement a process for efficient and hygienic nappy changing and toileting procedures.

SCOPE

This policy applies to all families utilising Sparkways Australia Children's Services.

POLICY

Sparkways Early Learning has a nappy changing and toileting policy that ensures all children are changed and toileted in an efficient and hygienic manner.

DEFINITIONS

Nappy Changing: The changing of a child's nappy.
Toileting: The training of a young child to use the toilet.

LONG DAY CARE CENTRE

The families provide disposable nappies and children are changed frequently and as needed during the day. If you would prefer your child to wear cloth nappies, you will need to bring a supply to the kindergarten as well as nappy clips and plastic pants. Unfortunately, we are unable to wash cloth nappies, they will be rinsed and placed in a plastic bag for collection at the end of session.

NAPPY CHANGE PROCEDURE

In the best interest of Occupational Health and Safety, staff will:

- ▶ Ensure all supplies needed to change the nappy are readily available and close by.
- ▶ Use disposable gloves when changing a nappy.
- ▶ Guide and encourage older children to use steps/ladders provided to climb up onto change mats. This will further independence skills and is in accordance with Manual Handling lifting procedures.
- ▶ Dispose of nappy immediately in the nappy bin.
- ▶ Use disposable wipes to wipe baby's bottom. Dispose of wipes into the rubbish bin.
- ▶ Remove gloves.
- ▶ Put hand between child's skin and nappy before inserting pin if a child's home nappy is cloth. Pins are to face outwards and from side to side.
- ▶ Put on a clean nappy then remove child from change mat. Use steps where possible.
- ▶ Sanitise change mat with detergent sanitizer and wipe over with paper towel. Dry with paper towel. Dispose paper towel in rubbish bin.
- ▶ Wash hands after nappy routine is finished, even though gloves were used.
- ▶ Never under any circumstances, leave a child unattended on a nappy change table. Ensure that you hand remains in contact with the child at all times during the process.
- ▶ Use this time as an opportunity to enjoy friendly interaction with the child. A positive and accepting approach to nappy changes allows for personal individual attention, and is an opportunity for the child and caregiver to talk, sing and play.
- ▶ Ensure routines are structured so that nappy changes are evenly distributed between staff in the room.
- ▶ Children are to wash their hands after nappy changes.

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KINDERGARTEN

The families provide disposable nappies and children are changed frequently and as needed during the day. If you would prefer your child to wear cloth nappies, you will need to bring a supply to the kindergarten as well as nappy clips and plastic pants. Unfortunately, we are unable to wash cloth nappies, they will be rinsed and placed in a plastic bag for collection at the end of session.

NAPPY CHANGE PROCEDURE

In the best interest of Occupational Health and Safety, staff will:

- ▶ Ensure all supplies needed to change the nappy are readily available and close by.
- ▶ Use disposable gloves when changing a nappy.
- ▶ If a nappy change bench is not available, staff will place a change mat on the floor, ensuring the dignity of the child is maintained.
- ▶ In the case where change benches are available, staff will guide and encourage older children to use steps/ladders provided to climb up onto change mats. This will further independence skills and is in accordance with Manual Handling lifting procedures.
- ▶ Dispose of nappy immediately in the nappy bin.
- ▶ Use disposable wipes to wipe child's bottom. Dispose of wipes into the rubbish bin.
- ▶ Remove gloves.
- ▶ Put hand between child's skin and nappy before inserting pin if a replacing a cloth nappy. Pins are to face outwards and from side to side.
- ▶ Put on a clean nappy then remove child from change mat. Use steps where possible.
- ▶ Sanitise change mat with detergent sanitizer and wipe over with paper towel. Dry with paper towel. Dispose paper towel in rubbish bin.
- ▶ Wash hands after nappy routine is finished, even though gloves were used. Staff to assist child to wash hands after finishing nappy change.
- ▶ Never under any circumstances, leave a child unattended on a nappy change table. Ensure that you hand remains in contact with the child at all times during the process.
- ▶ Use this time as an opportunity to enjoy friendly interaction with the child. A positive and accepting approach to nappy changes allows for personal individual attention, and is an opportunity for the child and caregiver to talk, sing and play.
- ▶ Ensure routines are structured so that nappy changes are evenly distributed between staff in the room.
- ▶ Children are to wash their hands after nappy changes.

TOILETING PROCEDURE

Children who have the ability to walk up the stairs at the nappy change bench will be encouraged and supported by staff. Staff will:

- ▶ Ensure children are supported securely at all times.
- ▶ Ensure children are held close to the staff member's body.
- ▶ A child's readiness to use a toilet will depend on a number of factors:
 - ▶ Parent and staff discussion. Toilet training is to be consistent with what is happening at home.
 - ▶ Maturation of central nervous system in individual children.
 - ▶ Cues from a child e.g. pulling at nappy, frequent dry nappies.
- ▶ Staff are to show patience as toddlers often have toileting accidents.
- ▶ Parents are advised to bring extra changes of clothes, including shoes and socks. All wet and soiled clothing is to be rinsed and put into a plastic bag then returned to the child's locker/bag to go home.
- ▶ Simple rules of hygiene are to be encouraged, hand washing etc. Staff discuss this with children during toileting.

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- ▶ Children using the toilets are to be supervised at all times and assisted with toileting routines i.e. wiping bottom, pulling up pants, washing hands etc.
- ▶ Staff will encourage children to:
 - ▶ Flush the toilet after use.
 - ▶ Tell the staff if they have had a toileting accident.
- ▶ Staff will assist children with toileting as required, ensuring they use gloves and wash hands afterwards.
- ▶ Staff will monitor children's use of toileting facilities.
- ▶ Staff will encourage children to toilet at regular intervals throughout the day.
- ▶ Staff will ensure children are encouraged to follow high hygiene practices i.e. washing hands.

STAFF RESPONDING TO TOILETING ACCIDENTS

- ▶ Staff will show children respect to children in all situations.
- ▶ Staff will ensure the area is cleaned thoroughly
- ▶ Staff will assist children in cleaning up and changing.
- ▶ Staff will follow correct hygiene practices i.e. wear gloves, disinfect affected areas.
- ▶ Staff will rinse soiled clothes and put in a plastic bag for collection at the end of the day.

RESPONSIBILITY

It is the responsibility of all staff to implement this policy.

SOURCES

NHMRC – Staying Healthy in Childcare, 5th edition, https://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_150602.pdf , retrieved January 2018

ACECQA, Education and Care Services National Regulations 2011, <http://www.acecqa.gov.au/national-regulations> retrieved January 2018

POLICY CREATED: May 2010

Policy Reviewed Annually

NEXT REVIEW: JANUARY 2022

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