

# NAPPY CHANGING AND TOILETING

QUALITY AREA 2 – CHILDREN'S HEALTH AND SAFETY

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## PURPOSE

This policy provides the practices and procedures to be followed in regards to nappy changing and toileting to ensure that children have a comfortable and hygienic experience.

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## POLICY STATEMENT

### VALUES

Sparkways is committed to:

- Providing a safe and healthy environment for all children and staff
- Ensuring all children are changed and toileted in a timely, safe and hygienic manner
- Responding to toileting accidents in a supportive, timely and hygienic manner

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Sparkways, including during offsite excursions and activities.

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## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the Sparkways policy catalogue.

**Nappy Changing:** The changing of a child's nappy.

**Toileting:** The training of a young child to use the toilet.

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## PROCEDURES

### Nappy Provision

#### Early Learning and Care

- Sparkways provides disposable nappies and wipes
- Families are to provide cloth nappies where they are preferred, including nappy clips, plastic pants and ideally, a sealable container in which they can be returned

Note: Staff are not expected to wash soiled items.

#### Kindergarten

- Families are to provide disposable nappies and wipes
- Families are to provide cloth nappies where they are preferred, including nappy clips, plastic pants and ideally, a sealable container in which they can be returned

Note: Staff are not expected to wash soiled items.

### Nappy Change Procedure

In the best interest of Occupational Health and Safety, when changing a nappy staff will:

- Ensure all required supplies are available and on-hand.
- Use disposable gloves.
- Place baby on change bench. Guide and encourage older children to use steps/ ladders provided to climb up onto change bench. This will support the development of independence skills and is in accordance with safe Manual Handling practices. Children are to be supported securely by the staff member at all times during this process.
- Place a change mat on the floor if a nappy changing bench is unavailable, ensuring the dignity of the child is maintained (some sessional kindergartens may not have ready access to a change bench).
- Dispose of nappy immediately in the nappy bin – or place used cloth nappy in sealed bag or container (if provided).
- Use disposable wipes to wipe child's bottom. Dispose of wipes into the rubbish bin.
- Remove gloves.
- Put on a clean nappy then remove child from change mat. Use steps where possible.  
Note: 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.
- 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.
- Assist the child to wash hands after finishing the nappy change.
- Never under any circumstances leave a child unattended on a nappy change table. Staff are to ensure their 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.

## Toileting Procedure

- 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 and understanding, as toddlers often have toileting accidents.
- Parents are advised to bring extra changes of clothes, including shoes and socks. All wet and soiled clothing will be dealt with in accordance with parent wishes, e.g. Place soiled items in plastic bag or sealed container (if provided) to be sent home at the end of the day; Discard soiled items in bin; Place in wet bag to be sent home at the end of the day (urine only).

Note: Staff are not expected to wash soiled underwear.

- 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, staff will 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 good hygiene practices i.e. washing hands

### Response to toileting accidents

- Staff will show patience and understanding 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 at all times i.e. wear gloves, disinfect affected areas
- All wet and soiled clothing will be dealt with in accordance with parent wishes, e.g. Place soiled items in plastic bag or sealed container (if provided) to be sent home at the end of the day; Discard soiled items in bin; Place in wet bag to be sent home at the end of the day (urine only).

Note: Staff are not expected to wash soiled underwear.



## SOURCES AND RELATED POLICIES

### SOURCES

- Education and Care Services National Regulations 2011
- National Quality Standard (ACECQA)
- NHMRC – Staying Healthy: Preventing infectious diseases in early childhood education and care services, fifth edition

### RELATED POLICIES

- Child Safe Environment and Wellbeing
  - Hygiene
  - Interactions with Children
  - Occupational Health and Safety
  - Supervision of Children
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## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
  - monitor the implementation, compliance, complaints and incidents in relation to this policy
  - keep the policy up to date with current legislation, research, policy and best practice
  - revise the policy and procedures as part of the service's policy review cycle, or as required
  - notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).
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## AUTHORISATION

This policy was adopted by Sparkways on 16/12/2022.

**REVIEW DUE:** December 2023

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