

NAPPY CHANGE AND TOILETING

POLICY ADOPTED: 9 October 2018

Policy Objective:

To ensure emerging independence and self-help abilities are encouraged to promote children's toileting skills. Educators support the children's efforts and communicate with families to provide consistent, positive and sensitive strategies for promoting hygienic toileting practices. Meeting the needs of children by providing clean nappies and toileting experiences in a safe and hygienic place for changing children is a basic need that is important for children's comfort and happiness.

Policy Statement:

Consistent approaches between the home and the Education and Care environment allow children to gain confidence in their abilities and develop independence with their toileting skills. This consistent approach allows children to identify appropriate hygiene and toileting practices that will reduce the spread of infectious disease.

In regards to nappy changes the service aims to make the nappy change experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting and positive relationships.

Statutory Legislation & Considerations:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011:

The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

Definitions:

In this policy 'staff' refers to staff employed by Bland Shire Council Children's Services Unit and educators registered with the Bland/Temora Family Day Care Scheme.

Responsibilities:

The Approved Provider will:

- Ensure the provision of adequate and appropriate hygienic facilities for nappy changing and toileting;
- ensure nappy change and toileting facilities are designed and located in a way that prevents unsupervised access by children;
- ensure that adult hand washing facilities are located within the nappy change and toileting area;
- consider access to children's hand washing facilities within the nappy change and toileting area;
- ensure that the nappy change and toileting facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children.

The Nominated Supervisor will:

- develop and implement policies, procedures and training with educators to ensure nappy change and toileting procedures that support children's safety, protection, relationships and learning;
- develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location children cannot access;
- ensure a risk assessment occurs prior to an excursion to check the availability and suitability of nappy changing and/or toileting facilities.

Educators will:

- discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive;
- observe children for signs of toileting awareness. If a child is starting to show an interest in toileting, Educators will consult with families and develop consistent strategies with the family for approaching the child's toileting needs;
- provide information to families regarding children's nappy change and toileting patterns;
- provide information for families when a child commences toilet training, to provide several changes of clothing for each day;
- change children's nappies at scheduled intervals. Nappies will also be checked throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes;
- encourage children to use their self help skills during toileting experiences;
- never force a child to sit on a toilet or leave a child in wet or soiled clothes. If a child is showing distress about using the toilet, educators will respect the child's needs and emotions and consult with the family;
- support children with soiled or wet clothing. Educators will wear gloves when assisting a child following a toileting accident, light soiled clothing will be rinsed and placed in a sealed plastic bag with the child's school bag. Heavily soiled clothing will be disposed of in line with hygiene guidelines;
- utilise nappy change and toileting times to interact with children on an individual basis. The nappy change and toileting time will allow educators to converse, sing, play and generally interact with the child. This time allows educators and children to learn more about each other and understand each child's personality and personal strengths;
- organise the nappy change and toileting area to promote positive interactions and promote positive learning experiences, e.g. place pictures or mobiles to stimulate children's interactions and to encourage learning;
- encouraging mobile children to walk to the nappy change and toileting area. Educators will assist the child to walk up the steps onto the nappy change bench (where applicable) to reduce repetitive movements by educators and to promote children's agency. Where a child is not walking, educators will follow manual handling practices to lift and carry the child to the nappy change mat;
- ensure bathroom and toileting areas are cleaned regularly throughout the day as required to ensure hygiene and safety;
- encourage and positively support children through the toileting process, verbally prompting the child and giving praise;
- fully supervise and maintain physical contact with children throughout the nappy change and toileting experience. No child will be left alone on a nappy change and toileting mat.
- keep nappy change and toileting areas fully stocked with all required materials at all times. Educators are responsible for ensuring that the supplies to meet the needs of individual children. Supplies will be readily accessible to staff to ensure efficiency and the health and safety of each child;
- allow school aged children privacy when toileting by use of facilities with a door.

Families will:

- work in consultation with Educators for successful toilet training;
- provide adequate clothes and nappies whilst their child is in care;
- where required provide specific wipes and nappy creams.

Recommended Practices:

Educators will practice effective hygiene by utilising the 'Staying Healthy in Child Care' practices when changing a nappy to reduce the spread of infection.

These are:

1. Check to make sure all the supplies you need are ready.
2. Wash hands.
3. Place paper towel on the nappy change mat.
4. Put on gloves.
5. Place child onto nappy change mat or assist with steps.
6. Remove the nappy and place in the nappy bin.
7. Remove any soiled or wet clothing, placing in an appropriate waterproof bag.
8. Clean the child's bottom, wiping from front to back.
9. Remove the paper towel and put it in the nappy bin.
10. Remove the gloves, peeling them back from the wrist and turning them inside out as they are removed. Put the gloves in the nappy bin.

If a child requires specific cream, place a clean paper towel under the child's bottom. Put on clean gloves. Place a suitable amount of cream on the glove and spread onto the child's bottom. Remove the paper towel and place it in the nappy bin. Remove the gloves and place in nappy bin.

11. Place a clean nappy on the child
12. Dress the child.
13. Wash and dry their hands and your hands.
14. Return the child to the play area.
15. Clean the nappy change mat and area with detergent and warm water.
16. Then wash your hands.

Nappy change and hand washing procedures will be displayed in the nappy change and toileting area.

References:

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Staying healthy- preventing infectious diseases in early childhood education and care services, 5th ed. Australian Government. National Health and Medical Research Council.

Appendices:

How to wash hands. Staying Healthy in Child Care 5th edition, 2013

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate and Community Services		
EDRMS Doc. ID	723013		
Superseded Procedure	Nappy Change and Toileting and Toileting Procedure		
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
9 October 2018			September 2020
11 May 2021	1		October 2022
Related Council Policy / Procedure			
<i>Workplace health and safety</i>			
<i>Cleaning and maintaining the environment</i>			

How to Wash hands

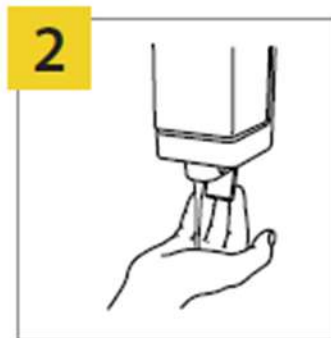
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A hand wash should take around 30 seconds.



1
Wet hands with running water (preferably warm, for comfort).



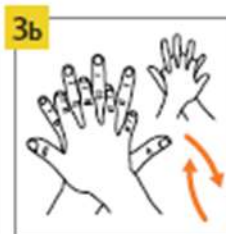
2
Apply soap to hands.



3
Lather soap and rub hands for at least 15 seconds, including:



3a
palm to palm,



3b
back of hands,



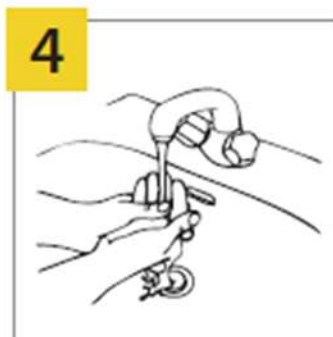
3c
in between fingers and back of fingers,



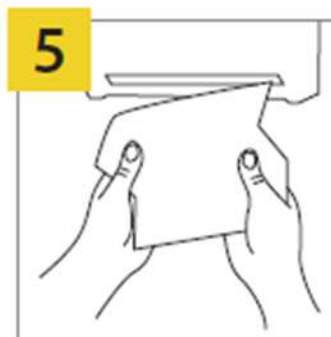
3d
around thumbs and



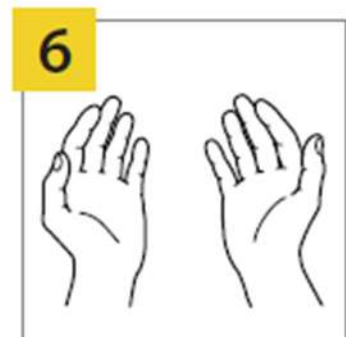
3e
tips of fingers.



4
Rinse hands with water.



5
Dry hands thoroughly.



6
Your hands are clean.

THIS POSTER REFERENCES THE WORLD HEALTH ORGANIZATION'S 'HOW TO HANDWASH?' POSTER NHMRC Ref. CH55g Printed June 2013



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nappy change procedure

Preparation

- 1 Wash your hands
- 2 Place paper on the change table
- 3 Put disposable gloves on both hands

Changing

- 4 Remove the child's nappy and put any disposable nappy in a hands-free lidded bin
Place any soiled clothes (including any cloth nappy) in a plastic bag
- 5 Clean the child's bottom
- 6 Remove the paper and put it in a hands-free lidded bin
- 7 Remove your gloves and put them in the bin
- 8 Place a clean nappy on the child
- 9 Dress the child
- 10 Take the child away from the change table
- 11 Wash your hands and the child's hands

Cleaning

- 12 After each nappy change, clean the change table with detergent and water, then rinse and dry
- 13 Wash your hands

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