



## PROCEDURE

### UNDER REVIEW

If you would like to contribute to the review process please contact [csuadmin@blandshire.nsw.gov.au](mailto:csuadmin@blandshire.nsw.gov.au)

# NAPPY CHANGE AND TOILETING and TOILETING

**PROCEDURE ADOPTED:** 9 October 2018

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### Procedure Objective:

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.

"Nappy changing and toileting rituals are also valuable opportunities to promote children's learning, meet individual needs and to develop strong relationships with children. Having their needs met in a caring and responsive way builds children's sense of trust and security—which relates strongly to the Early Years Learning Framework."

*p.66, Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*

### Procedure Statement:

Bland Shire Children's services will follow best practice guidelines for nappy changing to ensure the area is hygienic and to reduce the spread of infectious disease. The service aims to make the nappy change and toileting 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

- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Children (Education and Care Services National Law Application) Act 2010, Section 167
- Education and Care Services National Regulations
- Guide to the National Quality Standard (3) ACECQA (2017)
- Australian Standard for storage and handling of hazardous chemicals and materials (AS 3780)

### Definitions:

The term Educators used in this policy includes all Children's Services staff and registered educators with Bland/Temora Family Day Care.

### Recommended Practices:

#### The Approved Providers will:

- Provide 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.

Educators will:

- Discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive;
- Provide information to families regarding children's nappy change and toileting patterns;
- 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; and
- 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.

Educators will maintain effective supervision at all times by:

- Fully supervising and maintaining physical contact with children throughout the nappy change and toileting experience. No child will be left alone on a nappy change and toileting mat.
- Keeping 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.
- 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 and toileting bench 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 and toileting mat.

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:

- ❖ Wash hands.
- ❖ Place paper towel on the nappy change and toileting mat.
- ❖ Put on gloves.
- ❖ Remove the nappy and place in the nappy bin.
- ❖ Remove any soiled or wet clothing.
- ❖ Clean the child's bottom.
- ❖ Remove the paper towel and put it in the nappy bin.

- ❖ Put the gloves in the nappy bin.  
Remove the gloves, peeling them back from the wrist and turning them inside out as they are removed.  
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.
- ❖ Place a clean nappy on the child
- ❖ Dress the child.
- ❖ Wash and dry their hands and your hands.
- ❖ Return the child to the play area.
- ❖ Clean the nappy change and toileting mat and area with detergent and warm water.
- ❖ Then wash your hands.

**Additional Strategies**

Nappy change and toileting bins will have a 'hands-free' lid. Nappy bins will be located out of children's reach.. Nappy bins will be emptied once during the day and at the end of each day. This may need to be done more regularly if there are soiled nappies.

Educators will clean nappy change and toileting mats and areas after each use. They will be thoroughly cleaned with vinegar and warm water or with pH Neutral detergent and water and paper towel once during the middle of the day and at the end of each day. Nappy change and toileting mats will be placed in direct sunlight after being cleaned, where possible.

Children's nappies will be changed 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.

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

**References:**

- ❖ The NSW Work Health and Safety Act 2011 – [www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation](http://www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation)
- ❖ Storage and Handling of Dangerous Goods: Guidance – [www.safework.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0005/50729/storage-handling-dangerous-goods-1354.pdf](http://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/50729/storage-handling-dangerous-goods-1354.pdf)
- ❖ Approved First Aid Qualifications – [www.acecqa.gov.au/qualifications/approved-first-aid-qualifications](http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications)
- ❖ Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.) – [www.community.nsw.gov.au/docswr/\\_assets/main/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf)

**Appendices:**

- How to wash hands. Staying Healthy in Child Care 5<sup>th</sup> edition, 2013
- Changing a nappy without spreading germs. Staying Healthy in Child Care 5<sup>th</sup> edition, 2013

**Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A
	<b>Manex</b>	N/A

<b>Owner</b>	<b>Director Corporate, Community, Development &amp; Regulatory Services</b>		
<b>EDRMS Doc. ID</b>	< .. Contact Records..>		
<b>Superseded Procedure</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>
9 October 2018			September 2020
<b>Related Council Policy / Procedure</b>			
<i>Workplace health and safety</i>			
<i>Cleaning and maintaining the environment</i>			
<i>Medication administration</i>			

# How to Wash hands

STAYING HEALTHY | 5TH EDITION | 2013

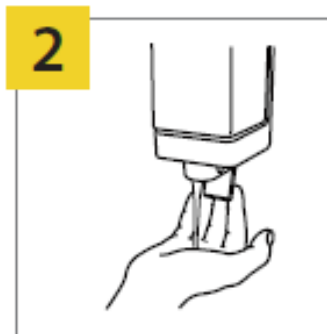


A hand wash should take around 30 seconds.



1

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



2

Apply soap to hands.



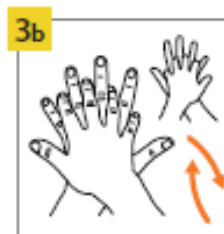
3

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



3a

palm to palm,



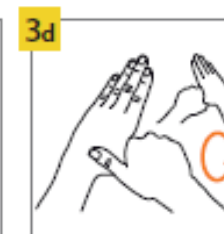
3b

back of hands,



3c

in between fingers and back of fingers,



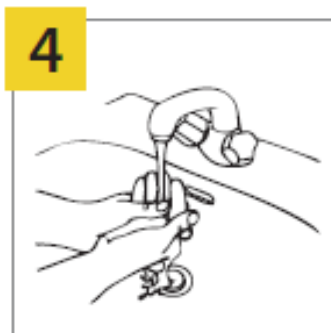
3d

around thumbs and



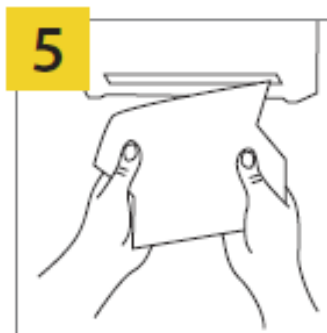
3e

tips of fingers.



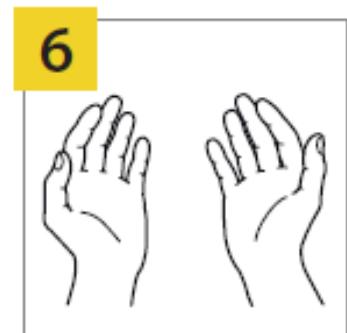
4

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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WORKING TO BUILD A HEALTHY AUSTRALIA

# Changing a nappy without spreading germs

STAYING HEALTHY | 5TH EDITION | 2013



## 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

NHMRC Ref. CH55h Printed June 2013



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