



2.10 NAPPY CHANGING AND TOILETING

Purpose Statement

Supporting children's health and safety by ensuring that nappy changing and toileting practices are hygienic, responsive and positive is fundamental to good quality education and care at Windermere.

Educators can use a range of practical strategies to support positive nappy changing and toileting for children by taking full advantage of every opportunity for a focused, positive interaction or conversation with children when changing nappies or engaging in toileting.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators and contractors.

Policy Statement

CHILDREN'S NAPPY CHANGING AND TOILETING NEEDS WILL BE MET IN A CARING, HYGIENIC, SUPPORTIVE AND RESPONSIVE WAY IN ORDER TO BUILD A CHILD'S SENSE OF WELLBEING, TRUST AND SECURITY.

Procedures

Nappy Changing

In preparing to change a nappy, the following procedures must be followed:

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

Once the above preparations are complete, you are ready to change the child's nappy. The following procedures are important to follow when changing a nappy:

1. 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

NOTE: soiled nappies are to be disposed of in a separate bin. Soiled nappies should not be mixed with regular trash and garbage.

2. Clean the child's bottom
3. Remove the paper and put it in a hands-free lidded bin
4. Remove your gloves and put them in the bin
5. Place a clean nappy on the child
6. Dress the child
7. Take the child away from the change table
8. Wash your hands and the child's hands

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Hygiene management and infection control are critical components of nappy changing. When you have finished changing the child's nappy you are responsible for:

1. Ensuring the lidded nappy bin is closed and away from children
2. Putting aside any soiled clothes or cloth nappies for collection by parent
3. Cleaning the change table with detergent and water
4. Rinsing and drying the change table and
5. Washing your hands thoroughly

Reminders when Nappy Changing

1. Record all nappy changes as carried out during the day. A nappy changing chart may look like this:

Nappy Changing Chart: Date

Child's Name	Time & Type (D,S,W)	Time & Type (D,S,W)	Time & Type (D,S,W)	Time & Type (D,S,W)	Time & Type (D,S,W)	Time & Type (D,S,W)

KEY: D= Dry S=Soiled W=Wet

2. Nappy changing will be done only in the nappy change area which will be properly stocked with:
 - a. disposable gloves
 - b. paper towels
 - c. 'Towelettes'
 - d. plastic bags
 - e. fresh nappies
 - f. clean clothes
 - g. rubbish bin with sealed lid, lined with plastic.
3. Keep one hand on the child the entire time they are on the nappy change table, minimising the risk of a child falling
4. We respect the families right to choose not to use disposable nappies, therefore, if families would prefer to use cloth nappies they are to provide a stock of cloth nappies, along with pins or fasteners stored in a container and plastic protective pants for covering the nappy which will be stored in the child's bag.
5. Soiled cloth nappies will be rinsed and stored in a double plastic bag out of reach of children for families to collect at the end of the day. If there are not enough nappies supplied and the child needs to be changed, a disposable nappy will be used.



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6. Keep child's hands occupied during nappy changing to prevent them touching faeces and urine. Have small plastic toys for child to handle, mobiles for child to look at. (After each nappy change place toys that have been used in container with toys to be washed.)
7. In the case of a toddler ask him/her to walk to the change area. Have steps available so that the child can climb up to the change mat.

NOTE: the *Changing Nappies* poster is to be displayed at all times in the nappy change area (see attachment)

Nappy Rash – Use of Nappy Creams

The application of products to treat nappy rash will be provided to families under the following guidelines:

1. All nappy cream is to be supplied by the family at their own cost
2. All nappy cream is clearly labelled with the child's name
3. Educators will only apply nappy cream to a child that has been provided by the family
4. Prescription nappy rash treatments can only be applied to the child prescribed the medication
5. A medication form must be completed for prescription creams.

Potty Training

It is recommended that, where possible, a child uses a toilet rather than a potty.

If the child is to use a potty, while wearing gloves, empty the contents into the toilet and rinse with detergent and warm water after each use; wipe out using a disposable cloth.

Toilet training

Educators will be aware of all children's responses when transitioning from nappies to toilet training and the emotional reaction that is individual to each child.

Educators will be considerate of a child's need to:

1. Take their time when toileting
2. Be active participants in the toileting process
3. Communicate in simple language (ie use simple words being used at child's home when toilet training and tailor procedures to meet the individual needs of children)
4. Be spoken to with respect and understanding
5. Be reminded to use the toilet to avoid accidents
6. Express any concerns or anxieties associated with toilet training

It is important that educators respond as quickly as possible when a child indicates to use the toilet focusing on the positive interaction with children during toileting and nappy changing (e.g. by giving eye contact, singing songs, engaging in discussions around routine).

The following principles and practices are critical to effective toilet training:

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1. Toilet training will be in conjunction with the child's family's beliefs and practices within the home.
2. Children will be encouraged positively and praise will be given freely for children who are toilet training.
3. Accidents are to be expected when children are toilet training. Children will not be made to feel poorly if they have a toilet training accident.
4. Accidents will be cleaned immediately with a designated mop and bucket with disinfectant made to correct mix ratios.
5. Educators will always wear disposable gloves when assisting children in toileting to avoid cross contamination when coming in to contact with bodily fluids.
6. Educators will keep records of nappy changes and toileting on appropriate charts which are available for families to access if needed and are archived within the service.
7. Change area will be cleaned after each nappy change.
8. Toilet bowls and hand washing facilities are to be disinfected as part of the daily cleaning schedule
9. Families are to provide multiple spare changes of clothes each day in the child's bag for children who are beginning to toilet train.
10. Soiled or wet clothing will be put into a plastic bag and doubled bagged out of reach of children for parents to collect for laundering to prevent any cross contamination. All bags will be clearly labelled with the child's name and date.
11. If a child is wet or soiled and no spare clothes are supplied from home, educators will provide children with spare clothes where available. These clothes will need to be laundered by the family and returned as soon as possible.
12. Children will be encouraged to wash their hands after going to the toilet. Educators will also wash their hands after assisting children on the toilet, adhering to the hand washing policy.
13. Children will be instructed of the importance of hand washing after going to the toilet.

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011

Related Policies & Links

- Staying Healthy in Child Care 5th Edition
- www.health.gov.au/internet/main/publishing.nsf/Content/cda-pubs-cdi-1997-cdi2122-cdi2122a.htm
- www.education.tas.gov.au/documentcentre/Documents/Centre-Based-Care-Standards-Class-4.pdf
- www.legislation.act.gov.au/updates/explanatorystatements/education_national_regulations_es.pdf
- www.communities.wa.gov.au/education-and-care/nqfgeb/guide2/Pages/2nreg2042.aspx#nappy

Changing Nappies



Follow these steps to make nappy changing safe and hygienic



Tip 1: Preparation



- Wash your hands
- Cover the change table with disposable paper/liner
- Put on disposable gloves (both hands)

Tip 3: Cleaning



- Remove and dispose of the paper/liner from the change table
- After each nappy change, clean the change table with detergent and water, then rise and dry
- Wash your hands thoroughly with soap and water

Tip 2: Changing the Nappy



- Remove the child's dirty nappy (place disposable nappy in nappy bag and dispose of in a hands-free lidden bin)
- Remember to put any soiled clothes (including any cloth nappies) into a plastic bag
- Clean the child's bottom with disposable wipes
- Remove gloves and put them into the bin also
- Place a clean nappy on the child
- Dress the child
- Use soap and water to wash your hands and the child's hands thoroughly
- Return the child to the supervised play area

Remember: Always wipe front to back

