

# Nappy Change and Toileting Policy



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<b>Warning - Ensure you are using the latest version of this policy.</b>			
DCC Network/All Organisation Information/DCC Policies/Quality Area 2 – Childrens Health & Safety			

## 1. Policy Statement

To ensure that toileting and nappy changing procedures are positive experiences and meet each child's individual needs, while ensuring educators are aware of and implement correct hygiene principles to reduce the spread of disease.

## 2. Rationale

River Region Early Education will minimise the spread of disease and cross infection in the service by providing all educators with clear procedures for nappy changing and toileting young children. The procedures encourage practices which are, hygienic, sensitive to the child's routine at home and cultural practices and flexible to allow children's competencies to grow so that they can practice new skills in a supportive, unhurried environment.

This policy is to be read in conjunction with *NQS2.10 Hygiene and Infection Control Policy*.

## 3. Definitions

Nil

## 4. Guidelines

Toileting and nappy changing will be carried out at frequent intervals and as needed throughout the day as required. Nappies will be checked and changed at transition times (e.g. before and after sleep and meal times) and be changed at least every two hours. Nappies will be changed a minimum of 3 times per day, dependent on age and development of the child and the length of time in attendance at the service (younger children will require more changes as will children attending for longer sessions).

Children who are in nappies will have this detail recorded by the educators. This is located in the bathroom or nappy change area for families to check. Educators will also be aware of the possible need to maintain privacy when toileting and dressing.

Nappy changing and toileting will only be carried out by primary contact educators following the nappy changing procedure. At times it may be necessary for a student to carry out the nappy change as part of practical requirements, and an educator must always be present to monitor this situation. In addition if a family member is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time.

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At all times, appropriate hygiene practices must be maintained and procedures followed to minimise any risk of infection. Educators will always promote healthy hygiene practices and hand washing procedures; talking over these with the children and encouraging the children to follow these practices.

### a) Toilet-training

Learning to use the toilet is a significant milestone in children's development. Developing this skill in a supportive and positive environment also promotes positive self-esteem and is an important aspect of the development of children's self-help skills. To make the process of toilet training easier for children it is essential to maintain consistency in the toilet training strategies used at home and at the child's service.

- Toilet training should be initiated by the child demonstrating clear signs that they are ready to start learning to use the toilet at home or at the service. All children are different and will reach developmental milestones at their own pace. Educators should work in partnership with families to support the child learn to use the toilet, using consistent practices where appropriate.
- Children will be helped to use the toilet. It is better for the child to use the toilet rather than a potty chair, which increases the risk of spreading disease. If the child must use a potty, educators will empty the contents into the toilet and wash the chair with detergent and warm water. The potty will not be washed in a sink used for washing hands.
- Children, especially girls, should be encouraged to wipe front to back, to reduce the chance of introducing bowel bacteria to the urinary tract.
- Families will be asked to supply a number of clean changes of clothing for children who are toilet training.
- Educators will encourage children who are toilet training to use the toilet and will remind them frequently through the day. Educators will communicate toileting experiences of children who are toilet training with families.

## 5. Procedure

### a) Nappy change procedure

Nappy changes occur frequently and as needed throughout the day. At all times one hand must be kept on the child to prevent them falling from the change table.

Educators will at all times follow the health & hygiene procedures listed for nappy changing in accordance with recommendations from recognised health authorities.

#### **Preparation**

1. **Wash your hands** (use hand sanitiser at Mobile service)
2. Place paper on the change table
3. Put disposable gloves on both hands

#### **Changing**

4. Place the child on the change table
5. 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
6. Clean the child, disposing of wipes regularly.
7. Remove the paper and put it in a hands-free lidded bin
8. Remove gloves and put them in the bin

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9. Place a clean nappy on the child
10. Dress the child
11. Take the child away from the change table
12. **Wash your hands and the child's hands** (using baby wipes for babies and hand sanitiser for educators at the Mobile service if required)

### **Cleaning**

13. After each nappy change, clean the change table with detergent and water, then rinse and dry
14. **Wash your hands** (using baby wipes for babies and hand sanitiser for educators at the Mobile service if required)

### **b) Toileting procedure**

The procedure for toileting will be displayed in the toileting area.

Educators will at all times follow the health and hygiene procedures below for toileting in accordance with recommendations from recognised health authorities.

Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with families to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs.

At times it may be necessary for a student/ trainee to assist children in the area of toileting as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time.

- Educators will at all times encourage the child to be independent in their toileting habits and provide assistance as and when needed.
- After toileting, help the child wash their hands. Older children will be reminded to wash their hands. Explain to the child that washing their hands and drying them properly will stop germs that might make them ill.
- Educators will always wash their own hands after helping children use the toilet

Disposable gloves should be used for any of these stages in the toileting procedure:

- Help child to remove clothing if needed.
- Help child onto toilet if needed.
- Help the child to wipe themselves, encouraging them to wipe front to back.
- Encourage the child to flush the toilet themselves.
- Encourage the child to wash and dry hands on single sheet of paper towel, and then to leave the bathroom.

If the child has soiled or wet their clothing:

- Remove any wet/soiled clothing and seal in a bag for washing. It must be double-bagged.
- Advise parents/care giver that there is a wet/soiled bag for collection via Xplor
- Clean and dry the child.
- Remove your gloves and wash hands, do not touch the child's clean clothing.

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- Put on new gloves and dress the child, wash and dry the child's hands. Have them leave the bathroom.
- Clean any spills following procedure for cleaning spills of body fluids.
- Remove and dispose of gloves, wash and dry your hands.

## 6. Sources

- Centre Support
- Staying healthy 5<sup>th</sup> edition 2013
- Children (Education and Care Services National Law Application) Act 2010
- Mobile Service- Children (Education and Care Services) Supplementary Provision Regulation 2012; Regulation 32, 3
- Toilet Training in child care NCAC

## 7. Relevant Legislation, Regulations and Standards

Legislation	
Education and Care Services National Regulation	
77	Health, hygiene and safe food practices
National Quality Standards	
2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
Child Safe Standards	
Early Years Learning Framework Learning Outcomes	
Early Years Learning Framework Principles	
Early Years Learning Framework Practices	

## 8. Related Documents

Doc #	Attachments
NQS2.13 A1	Nappy Change Procedure
NQS2.13 A2	NHMRC Nappy Change Poster

## *Nappy Change and Toileting Policy*

<b>Doc #</b>	<b>Intersections with other key documents</b>
NQS2.1	Hygiene and Infection Control Policy

## 9. Document Control

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