



# Nappy Changing & Toileting

## Policy Statement

*The service will minimise the spread and risks of infectious diseases between children and educators by ensuring nappy changing and toileting is carried out in an efficient way and according to recommended guidelines. Children's individuality will be respected with the aim to develop independent self-help skills.*

## Implementation

- Nappy changing should be a positive experience with respectful interactions between the staff and child.
- The service must ensure there are designated areas specifically for nappy changing.
- Children in nappies will be checked and/or changed regularly; soiled nappies will be changed immediately.
- Walking children will be guided to use steps or a ladder to access the change table. Educators are unable to lift walking children due to WH&S guidelines.
- Services will use disposable nappies for hygienic reasons and to control the spread of infectious diseases as per current health and hygiene guidelines.
- If children are soiled when they arrive at the service, families (where possible) are to change the child.
- If children are soiled when families arrive to collect them, they are to ask an educator to change the child before leaving the service.
- In the event of an outbreak, aprons must be worn to change any soiled nappies.
- Educators will be aware of, and sensitive to, the privacy and individual needs of each child. This may affect or limit the choice of educators who change the child.
- Educators are to be mindful of their physical abilities with regards to nappy changing. They are encouraged to take regular breaks, ask for assistance where required and to ensure appropriate manual handling requirements are considered.
- Students or volunteers are not to change nappies unsupervised.
- Wherever possible staff are encouraged to refrain from serving and/or handling food if they have completed a nappy change.
- Children are encouraged to be active participants in toileting.
- Toileting should be a natural and positive experience for children, where they will be encouraged to use their self-help skills.
- Families and educators will work together to positively support children's toileting needs.
- Educators will be aware of, and sensitive to, the privacy and individual needs of each child, whilst maintaining supervision. Educators will encourage children to remove and replace their own clothing, and a step may be used to aid confidence in sitting on the toilet.
- Prior to any excursion, a Risk Assessment will be carried out to check availability and suitability of toileting facilities.



## Nappy Changing Procedure

- Children are not to be left unattended in the nappy change area.
- Wash hands before starting a nappy change routine.
- A paper barrier will be placed on the clean change mat.
- Educators will always wear gloves when changing nappies.
- Educators will remove the child's nappy and dispose of in a hands-free bin. Any soiled clothing with urine and/or faeces on them will be removed and placed in a colour coded plastic bag, and placed in an area inaccessible to children.
- The child's bottom will be cleaned using disposable wipes and disposed of in a hands-free bin.
- The paper will be removed and put in a hands-free bin.
- Educators to remove gloves, before placing a fresh nappy on the child or touching the child's clean clothes. Gloves are removed by peeling back from the wrists, turning inside out. Educators are not to let their skin touch the outer contaminated surface of the glove. Gloves to be disposed of in a hands-free bin.
- If cream is to be applied, a clean glove is to be used.
- Child is dressed and educator assists child to wash and dry hands.
- The change table is cleaned with an appropriate cleaning product, paying particular attention to the mat, at the completion of each nappy change. A new paper barrier is placed on the cleaned change mat.
- Educators to wash their hands.
- At the end of every nappy change cycle, the nappy change area is to be cleaned and the garbage to be removed. The change mat will be placed in the sun to dry and sanitise as per recommended guidelines (where possible).
- Records of all nappy changes are to be maintained throughout the day and kept for one (1) month.

## Procedure for Casual Staff

- To ensure this procedure is performed accurately new and relief educators are to follow the following steps prior to changing children's nappies independently.
  1. Observe a permanent educator perform a set of nappy changes;
  2. Perform a set of nappy changes under supervision of a permanent educator; and
  3. Perform nappy changes unsupervised only after being instructed to do so by the educational room leader.
- Junior educators (under the age of eighteen (18) years) are not permitted to change children's nappies unsupervised.

## Toileting Procedure

- Educators are to wear gloves before removing a nappy, soiled or wet clothing or to wipe a child's bottom.
- Assist child with pulling down pants, removing nappy/underpants and using the toilet, if needed. Place nappy in bin, (where bins are accessible to children, soiled items will be placed in a plastic bag and then put into the bin), along with gloves. Replace with a new set of gloves, if you need to assist in wiping the child's bottom, remove and dispose of in bin.
- Children will be encouraged to wipe using toilet paper
- Children are encouraged to stand up, pull up their pants and flush the toilet; assist dressing the child if needed.
- If a nappy is required, follow Nappy Changing Procedure.



- Educators will assist children to wash and dry their hands after toileting, older children will be encouraged to wash their own hands and educators will discuss with children how washing and drying hands reduces the spread of germs.
- Educators will wear gloves, use paper towel and an effective, environmentally friendly product to clean and sanitise any mess, which may occur after the toileting process with each child.
- Educators will ensure they wash their hands before and after supporting individual children's toileting.
- Records of individual children's toilet training will be maintained throughout the day.

### Soiled Clothing

- In the event a child has a toileting accident, all soiled clothing will be emptied into a toilet and wet/soiled clothing placed in a plastic bag tying the top firmly. Place in a second bag and store in an area inaccessible to children. For hygiene reasons, educators will not rinse soiled clothing. Families are asked to take the child's clothing home that day. Clean any spills, using paper towel and an approved, environmentally friendly cleaning product.
- Should there be an outbreak of diarrhoea/vomiting, a disposable apron is to be worn.
- Educators will assist the child to dress in clean clothing
- Educator and child to wash and dry their hands.

### Policy Links

Policies:

- Child Protection
- Code of Conduct
- Confidentiality and Privacy
- Diversity, Equity and Inclusion
- Duty of Care
- Hand Washing
- Health, Hygiene and Infection Control
- Supervision
- Sun Protection and Clothing
- Workplace Health and Safety

NQS: 2.1, 3.1, 4.1, 5.1 and 7.1

Regulations: 81, 106, 109, 112, 155 and 168

Sources:

- Margaret Donovan – Incontinence Counsellor and Physiotherapist 2017
- National Quality Framework
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> edition) 2013

### Policy Document Status

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