

QA2 – NAPPY CHANGING AND TOILETING PROCEDURE

INFORMATION

Our centre is committed to making nappy changes and toilet training a positive experience for children. Nappy changing and toileting is also conducted in a safe, clean and effective manner in accordance with recommended guidelines and standards to ensure that practices used, minimise the spread and risk of infectious diseases.

RESPONSIBILITIES

All team members, visitors, students and volunteers must comply with this procedure.

PROCEDURE

NAPPY CHANGING

- Use the nappy change stand-up approach where possible. Standing Nappy Changing Guidelines can be found in QA2 Tools.
- Ensure that all items required are ready at hand before starting the nappy change (eg: nappy, gloves, paper, clothing, wipes and wet bag for soiled times. Remove lids from bins unless hands free lidded bins.)
- An Educator must be present and have one hand on the child at all times that a child is on a nappy change bench.

PREPARATION

CHANGING

CLEANING

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| 1. Wash your hands | 5. Remove the nappy and put it in the appropriate bin. Place soiled items in a bag and into soiled items container. | 10. Take the child off the table |
| 2. Place 1 sheet of paper on the mat | 6. Clean the child’s bottom with wipes and place wipes in the bin | 11. Wash your and the child’s hands (or if they can, let the child wash their own hands) and return the child to the play area |
| 3. Place the child on the mat | 7. Remove the paper and place in the bin | 12. Clean the change table with appropriate sanitizer / disinfectant, and then dry |
| 4. Put on disposable gloves | 8. Remove your gloves and place in the bin | 13. Wash your hands |
| | 9. Put a clean nappy on and then dress the child | |

TOILETING AND TOILET TRAINING

To support children with toileting and toilet-training, team members should:

- Take a collaborative approach with families
- Remind children to use the toilet, if they have noticed the child hasn't been in for some time
- Assist children where and when it is required to use the toilets
- Monitor / supervise children when using the toilets
- Treat the children with respect, and be encouraging and positive about children using the toilet
- Help and encourage children to wash their hands after using the toilet
- Use toileting as a learning opportunity for children eg, why is it important to wash hands
- Remind children to flush the toilet after use
- Always wash their own hands after assisting children with toileting, and
- Display pictorial steps in the bathrooms to help children.

ENSURING A POSITIVE EXPERIENCE

To help ensure nappy-changing and toileting experiences are positive for the children, team members should:

- Communicate openly and positively with the children
- Encourage children's self-help skills
- Provide privacy where required or requested
- Consult parents/guardians upon enrolment of their child's individual needs and requirements including religious or cultural requirements.
- Not allow volunteers to change children's nappies, and monitor students when doing so
- If a toileting accident occurs, always respect the child's privacy, dignity and agency

NAPPY CHANGING SUPPLIES

It is important that the centre is equipped with appropriate nappy changing items which may include:

- Barrier paper
- Disposable gloves
- Soiled item bucket & a bin
- Nappies
- Nappy cream – individually labelled and provided by parents or guardians
- Wet bags (or appropriate bags for holding soiled items)
- Cleaning products
- Spare clothes, provided by parents/guardians

GLOVES

Team members must wear gloves when changing any nappies. The gloves must be clean, and new ones must be used for each nappy being changed. Team members must wash their hands before and after using the gloves. Paper towel (single-use) may be used to dry hands after washing.

PRE-MOISTENED DISPOSABLE WIPES

Team members can use pre-moistened disposable wipes that are suitable for children, contain minimal fragrance, no preservatives, and are alcohol free.

MATS

Nappy changing mats must be clean and in good condition, and not interchangeable between rooms. When changing a nappy, team members must line the mat with 1 sheet of paper. The sheet of paper is removed during the nappy changing process, when a child's clean nappy and clothes are put on.

BINS

Bins are to be used and lined with a bin liner, which is replaced daily. One bin is used for disposable nappies, used gloves, wipes, and change table mat papers. The other bin is used for the cloth nappies.

SOILED ITEMS

Soiled clothing must be placed in the soiled items container. The container should be kept out of reach of children, with a secured lid. Remove excess faeces from items where possible. The items should be bagged and labelled prior to being placed in the bucket, and given to the parent/guardian when they collect their child.

CLOTHING

Children should be provided with adequate clothing for each day, including a spare change of clothes. If a child is toilet-training, parents/guardians should dress the child in clothes that promote independence, for example, elastic, not tied pants.

DOCUMENT CONTROL

| Date Reviewed | Modifications | Next Policy Document Review Date |
|---------------|--|----------------------------------|
| June 2019 | Created new policy document and format. | June 2021 |
| February 2020 | Re-arranged sequence of document and corrected spelling after staff review | Feb 2021 |