Hills Grammar

Nappy Change and Toileting Procedure

Statement

ECEC aims to meet the needs of children by providing support during toileting transition as well as the provision of a safe and hygienic place for changing children's nappies, if required throughout their time at the ECEC.

Rationale

The ECEC will follow best practice guidelines in Staying Healthy in Childcare Edition 5, for nappy changing to ensure the area is hygienic and to reduce the spread of infectious disease. The ECEC 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, meaningful and positive relationships.

Strategies

The Nominated Supervisor will:

- Provide adequate and appropriate hygienic facilities for nappy changing.
- Ensure that adult hand washing facilities are located within the nappy change area.
- Ensure children have hand washing facilities available after their nappy is changed.
- Ensure the nappy change mat is not torn and can be easily cleaned.
- Provide two nappy change mats.
- Provide alternate nappy change facilities in the event that a child is enrolled in ECEC with mobility issues.
- 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.
- Develop and implement policies and procedures with educators to ensure nappy change and toileting procedures 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 environments and are culturally sensitive.
- Provide information to families regarding children's nappy change patterns.
- Utilize nappy change times to interact with children on an individual basis.
- Support children to take an emerging responsibility in their own self-help routines.
- Ensure all children have access to toilet facilities at any time of the day, to be used according to individual needs.
- Be patient and encouraging, using positive language and warm interactions that are responsive to the child.

- Role model correct handwashing procedures.
- Consider how the environment is set up to be inclusive and promote competence, while maintaining a safe and hygienic environment.
- Allow children to take their time, without pressure.
- Respond to children's cues and allow them to be active participants in the process.
- Be respectful and sensitive to children's dignity and rights to privacy.
- Prompt children by asking or reminding them about using the toilet.
- Oversee the correct nappy change procedures are followed when changing a child's nappy.
- Work with the families and support children as they go through toilet training.
- Ensure the nappy change procedure is engaging and positive for children.
- Inform the Nominated Supervisor if there is low supply of wipes or if the nappy change facilities need replacing.
- Ensure the stairs provided are used, rather than lifting children onto the nappy change mat.
- In the event that a child is enrolled in ECEC with mobility issues, communicate alternate nappy change facilities with the Nominated Supervisor.

The following steps will be taken when changing a nappy.

Preparation

- Set out stairs from cupboard for the child to use to get onto the change mat
- Wash hands
- Place paper towel on nappy change mat
- Help the child get onto the change mat
- Put disposable gloves on both hands

Changing

- Remove the child's nappy and place in a lidded bin (located in locked cupboard inside children's bathroom)
- Clean child's bottom using wet ones
- Remove paper towel and place in lidded bin
- Remove gloves and put them in the bin
- Put a clean pair of gloves on
- Place a clean nappy on the child
- Dress child
- Help the child move from the nappy change mat using the stairs located in the cupboard
- Supervise as the child washes their hands
- Wash own hands during this time

The following steps will be taken when changing a nappy for children with mobility issues or children requiring an alternate nappy change area.

Preparation

- Wash hands
- Support child to move to the nappy change area located where no climbing is required or where alternate nappy change area is located
- Place paper towel on nappy change mat
- Help the child get onto the change mat
- Put disposable gloves on both hands

Changing

- Remove the child's nappy and place a lidded bin (located in locked cupboard inside children's bathroom). Alternatively place the nappy in nappy sac bag and move to lidded bin when the nappy change procedure has finished
- Clean child's bottom using wet wipes
- Remove paper towel and place in lidded bin or nappy sac bag
- Remove gloves and put them in the bin or nappy sac bag
- Put a clean pair of gloves on
- Place a clean nappy on the child
- Dress child
- Support the child to move to the hand basin to wash their hands
- Wash own hands during this time
- Support the child to move back to the play area with their peers

Cleaning

- Clean the change mat with soapy water and paper towel
- Wash your own hands

The following steps will be taken when children put on a pull up:

- Educators will wash hands and place gloves on before helping children to put on a pull up.
- Children will be encouraged to go to the toilet before they put a pull up on.
- Educators will support children if required as the child takes off their shorts/pants and underwear.
- Educators will support children if required as the child puts on their own pull up and places their underwear and clothing on over the top of the pull up.
- Educators will remove their gloves and place them inside the bin
- Educators and children will wash their hands before leaving the bathroom.

The following steps will be taken when children take off their pull up:

- Educators will wash hands and place gloves on before helping children to take off a pull up.
- Educators will support children if required as the child takes off their pull up and puts it in a nappy sac held open by the educator.
- Children will be encouraged to go to the toilet before putting their underwear and clothing on.
- Educators will tie up the nappy sac and place the plastic bag inside the bin.
- Educators and children will wash their hands before leaving the bathroom.

Soiled clothing

- Place soiled clothing inside a plastic bag
- Clean the child if necessary and re dress child
- Label soiled clothing bag and place inside the locked cleaning cupboard
- Give soiled clothing to families on pick up

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Staying Healthy in Childcare 6th Edition

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.