



Nappy Changing and Toileting

Related Documentation	Nappy Change Chart (LDC Only) Toilet Training Chart (LDC Only) Nappy Changing Compliance Checklist
Relevant Legislation	Nil
Responsible Officer	Manager Education and Care Services

Uncontrolled when printed.

Definitions

Nil

Objectives

To assist educators with the correct procedure for changing a child’s nappy, toilet training and managing soiled/wet clothing.

To ensure that the dignity of each child is maintained and health and safety is implemented in all nappy and toilet related practices.

Training and Competence

Council is committed to staff receiving training relevant to the tasks/activities undertaken in this procedure. Training requirements will be reviewed at least annually as part of the performance appraisal program, and recorded in Pulse. All training will be evaluated to ensure continuous improvement.

Competence of employees, including any contractors, labour hire employees or volunteers, will be assessed prior to their being expected to carry out the tasks associated with this procedure.

Records Management

All records related to this procedure are to be stored in IRIS (Intelligent Record Information System) in accordance with Council's Records Management Policy.

Review and Evaluation

To maintain relevance and currency, this procedure will be reviewed on a two-yearly basis or as required due to changes in relevant legislation and codes of practice or changes to systems and processes.

The procedure will also be evaluated in consultation with employees at appropriately identified intervals to evaluate its effectiveness.

Regular review and evaluation is an opportunity to determine whether the procedure is fit for purpose and reflective of operational practice, and provide an opportunity to implement corrective measures or amend the procedure if required.

DATA AND DOCUMENT CONTROL

NAPPY CHANGING

The following points must be followed when changing a child's nappy:

- Wear disposable gloves on both hands.
- At the start of each day, freshly prepare a cleaning solution made up of 5mls detergent and 500mls warm water (ratio = 1ml:100ml).
- Have a washable change table and/or mats and clean after each change and at the end of each day with detergent and water solution.
- Consider hand washing facilities when choosing the location of the nappy changing area. Alcohol free disposable wipes are to be used to clean a child's hands when hand washing facilities are not close by or it is not developmentally appropriate to wash the child's hands at a basin/sink eg an infant child.
- Have paper towels, disposable gloves, plastic bags (for used nappies and soiled clothing; LDC only), waste bin and items needed for changes close to the nappy changing area.
- If using a change mat in an area other than on a change table, a large towel or sheet is to be placed under the mat as a barrier to contamination and laundered on a daily basis or when contaminated by bodily fluids or faeces.
- To ensure compliance with this procedure all Educators will undertake a 'Nappy Change Compliance Checklist' on a quarterly basis (LDC) or 6 monthly (FDC).

Procedure:

1. Gather all nappy change supplies and ensure they are in easy reach.
2. Wash your hands.
3. Place clean paper towel onto the change mat.
4. Place disposable gloves on both hands.
5. Put the child's bottom on the paper towel on the change mat.
6. Remove only necessary clothing.
7. Remove the child's nappy and clean the child using disposable wipes, placing both nappy and wipes into a hands free lidded bin after use.
8. Remove the paper from under the child and place into a hands free lidded bin.
9. Remove both disposable gloves and place into the hands free lidded bin before touching the child, the clean nappy or clothing.
10. Put a clean nappy on the child (and any cream as requested by the parent).
Note: a clean glove is to be worn when applying creams.
11. Dress the child.
12. Wash, wipe and dry the child's and your own hands.
13. Take the child back to the play area.
14. Clean the change mat and area after each nappy change with detergent and water using a clean paper towel and dispose of paper towel in a hands free lidded bin.
15. Wash your hands.
16. Complete the 'Nappy Change Chart (Not Applicable for Family Day Care)

Adapted from 'Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care' 5th edition.

DATA AND DOCUMENT CONTROL

TOILETING

The following points must be followed in relation to toileting:

- Services will maintain clean, safe and age appropriate toileting facilities.
- Educators will ensure that children are supervised when using bathrooms.
- Specific toileting practices and routines will be developed by individual services and take into consideration family requests and home routines.

Procedure:

1. Children are encouraged to undress and dress themselves to assist in the development of their self-help skills. Staff will assist children with dressing and undressing when needed.
2. Children will be encouraged to sit properly on the toilet with the aid of the staff or the step if required to get on the toilet.
3. Children will be encouraged to wipe themselves to assist in the development of their self-help skills. Staff will assist children with wiping themselves when needed.
4. Only disposable baby wipes and/or toilet paper will be used to clean children and disposed after each use.
5. Educators will wear gloves if they are required to assist children with toileting.
6. Children will be encouraged and assisted by Educators to flush the toilet.
7. Educators will assist and teach children to wash their hands after toileting.
8. Educators will wash their own hands after assisting children to use the toilet.

TOILET TRAINING

The following points must be followed in relation to toilet training:

- Early signs of readiness to commence toilet training will often start to appear when children are around 18-24 months old and may include:
 - showing interest in the toilet;
 - having an interest in others using the toilet;
 - indicating a need to go to the toilet either before, or while they are doing it; and
 - having dryer nappies for longer periods
- As children show signs of readiness to toilet train, families and Educators will work together to develop a planned approach to ensure consistency.
- Mutual respect and open communication between Educators and families is crucial for a positive outcome for children toilet training.
- Staff will work with families to exchange information regarding the child's toileting in order to maximise children's chances for success. Eg: words used at home for toilet, names of body parts in different languages, support for diverse needs when toileting
- Children should feel secure at all times with encouragement and praise used.
- Educators will complete the 'Toilet Training Chart' (*Not Applicable for Family Day Care*)

DATA AND DOCUMENT CONTROL

SOILED / WET CLOTHING

The following points must be followed when changing a child with soiled / wet clothing:

- Families are required to provide spare clothes each day in the event of their child becoming soiled/wet.
- Services will maintain a small supply of spare clothing if they are needed.

Procedure:

1. Educators are to use disposable gloves.
2. With the child's assistance, remove wet/soiled clothing and place in a plastic bag for rinsing in designated sink (LDC only).
3. Encourage children to undress themselves (if appropriate to do so).
4. Ask the child to clean themselves and assist as needed.
5. Encourage child to flush toilet after use.
6. Remove soiled gloves.
7. Encourage the child to dress themselves with a clean change of clothes, offering assistance and positive verbal encouragement.
8. Educators are to role model correct hand washing procedures while assisting child to wash their hands.
9. Educators to wash own hands.
10. Return child to room.
11. Put on new gloves.
12. Clean the area with neutral detergent.
13. Remove gloves and wash hands.
14. Put on new gloves and take soiled/wet clothing to the designated sink and rinse - faeces are to be flushed in the toilet not in the designated sink .
15. Place soiled/wet clothing in a plastic bag for the child to take home - Ensure children do not have access to any plastic bags (LDC only).

Family Day Care Educators will place any soiled/wet clothing in their designated area (eg: baskets in the laundry).
16. Remove gloves and wash hands.
17. Inform parent discreetly on their arrival of the incident and provide them with the soiled clothing.

DATA AND DOCUMENT CONTROL