

# Edgeworth Child Care Centre Inc.

## Nappy Change & Toileting Policy

### Aim

Edgeworth Child Care Centre accepts enrolments of children who are not yet toilet trained – and has the appropriate facilities to accommodate them. Educators/staff acknowledge the importance of working closely with families to ensure the needs of the child are met – including any cultural practices staff may need to be aware of. The Approved Provider will ensure that adequate, developmentally and age appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service. Further, the design of the toilets, washing and drying facilities enable safe use and convenient access by the children.

### Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011

### Who is affected by this policy?

Children  
Educators

### Implementation

Toileting and nappy changing will be carried out at regular intervals throughout the day (or as needed). Children who are in nappies will have details of this recorded on the 'lunch order day sheet'. This recorded information will be returned to parents in the afternoon. Staff will also be aware of and accommodate the possible need to maintain privacy when toileting and dressing.

Nappy changing and toileting will only be carried out by permanent Educators/staff, following the nappy changing procedure outline by the National Health and Medical Research Council. At times it may be required that a student carries out the nappy change as part of practical requirements, where an Educator/staff will always be present and monitor this. In addition if a parent is present and helping their child (toileting in the bathroom), an Educator/staff member is required to accompany any other children needing to use the bathroom at the same time.

At all times, appropriate hygiene practices will be maintained, and procedures followed to minimise the risk of infection. Educators/staff will always model and promote healthy hygiene practices and hand washing procedures, discussing these with the children and encouraging the children to follow these practices.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Regulation 2011

Education and Care Services National Law Act 2010

National Quality Standards 2011

Staying Healthy – Preventing infectious diseases in early childhood education and care services – 5<sup>th</sup> Edition 2013

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 25 October 2017

Date for next review: October 2018

# Edgeworth Child Care Centre Inc.

## Nappy Change Procedure

At all times Educators will follow the following health & hygiene procedures for nappy changing. This is in accordance with recommendations from recognised health authorities. Please note that only permanent Educators/Staff are to change nappies. An Educator/Staff Member, will also supervise any practical student required to do nappy changing as part of their course requirements.

\* Nappy changes occur regularly and as needed throughout the day. At all times keep one hand on the child to prevent them from falling off the change table.

- First prepare change area: wash your hands, put on gloves, place paper towel, wipes and bag to dispose of nappy within reach.
- Place paper on the change table.
- Remove the child's nappy, place in bag, then put in a "hands free" lidded bin.
- Remove any clothes with urine and soiling on them.
- Clean child's bottom.
- Remove the paper and put it in a "hands free" lidded bin.
- Remove your gloves by peeling them back from your wrists, turning them inside out as you go. Put the gloves in the bin.
- Put nappy on and dress the child.
- Wash and dry the child's hands.
- Take the child away from the change table.
- Clean the table with detergent and warm water.
- Wash your hands.

# Edgeworth Child Care Centre Inc.

## Toileting Procedure

**At all times Educators/Staff Members will follow the following health & hygiene procedures for toileting. This is in accordance with recommendations from recognised health authorities. Please note that only permanent Educators/Staff Members are to help with toileting.**

Toileting occurs at any time of the day and is tailored to meet individual needs. Educators/staff will communicate with parents to develop continuity and consistency with their child's toileting. Educators/staff will be aware of and consider any special requirements related to culture, religion or privacy needs.

- At all times staff will encourage and support the child's independence in toileting, providing assistance where required.
- Where possible it is preferable to use the toilet rather than a potty when toilet training. This is for hygiene/infection control reasons.
- Use gloves for any of these stages in the toileting procedure:
- Assist child to remove clothing if needed.
- Assist child onto toilet if needed.
- Assist the child to wipe themselves, encouraging them to wipe front to back.
- Assist the child to flush the toilet.
- Get the child to wash and dry hands on single use towel, and then leave the bathroom.
- Educator/staff member to wash hands also.

If the child has soiled or wet their clothing:

- Remove any wet/soiled clothing and seal in a bag for washing.
- Clean and dry the child.
- Remove gloves and wash hands, do not touch the child's clean clothing.
- 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.