

QUALITY AREA 2 CHILDRENS HEALTH AND SAFETY

NAPPY CHANGE, TOILETING AND TOILET TRAINING PROCEDURE

PURPOSE

This procedure provides for the comfort and wellbeing of children and provides guidelines for educators regarding nappy changing, toileting and toilet training procedures. The procedure also provides for toileting, toilet training and nappy changing to be a positive experience and follows appropriate hygiene practices whilst respecting a child's privacy and dignity.

The procedure for nappy change, toileting and toilet training practices will be discussed with families at regular intervals, for families and educators to work together collaboratively. Toilet training should be a positive experience for children and should not be attempted before a child is developmentally ready. Appropriate procedures for nappy change, toileting and toilet training will minimise risks of infection and illness.

Volunteers, students and adults other than parent/guardians of the child being changed will not be responsible for attending to nappy changes or toileting procedures in a service.

This procedure relates to the following National Quality Standards:

QA 2	2.1.1	Each child's health needs are supported
	2.1.2	Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.3	Effective hygiene practices are promoted and implemented
	2.3.1	Children are adequately supervised at all times
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

This procedure relates to the following National Regulations:

Regs	109 (a)	Toilet and hygiene facilities; The Approved Provider of an education and care service must 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
	112 (2) 112 (3)(a) (b) 112(4)	Nappy change facilities; The Approved Provider of the service must ensure that adequate and appropriate hygienic facilities are provided for nappy changing Without limiting subregulation (2), the Approved Provider of the service must ensure that the following are provided - (a) if any of the children are under 3 years of age, at least 1 properly constructed nappy changing bench; and (b) hand cleansing facilities for adults in the immediate vicinity of the nappy change area The Approved Provider of the service must ensure that nappy change facilities are designed, located and maintained in a way that prevents unsupervised access by children
	115	Premises designed to facilitate supervision The Approved Provider of a centre-based service must ensure that the education and care services premises (including toilets and nappy change facilities) are designed and maintained in a way that facilitates supervision of children at all times that they are being educated and cared for by the service, having regard to the need to maintain the rights and dignity of children

[GW1][GW2]

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PROCEDURE

Children must always be appropriately supervised and assisted during a toileting or nappy change procedure.

Educator role:

Be positive and responsive to a child prior to and during the process.
Ensure that a nappy change mat and designated space is available for use.
Interact positively and respectfully when changing nappies or supporting children to manage pull-ups.
Ensure that changing nappies or pull-ups occurs in a designated space. Nappy changes take place on an appropriate change mat or mattress as required and educators adhere to safe manual handling guidelines. A padded change mat on the floor that can be accessed as needed may be suitable. Ensure that change times respect the child's right to privacy whilst the educator carrying out a nappy change or supporting the child to manage pull-ups is within view of other educators.
Check at regular intervals to ensure the child is dry and comfortable.
Ensure that the storage of items needed for nappy change procedures e.g. plastic bags, nappies, pull-ups, are within close range for educators to access, but out of reach of children.
Wear disposable gloves to support hygiene practices.
Support the child to be clean, using wipes. (Parents/guardians are responsible for providing wipes).
Follow appropriate hygiene procedures, and after removing a wet or soiled item, remove gloves before making contact with a child's clean clothing.
Remove disposable gloves by peeling back from the wrists, not allowing the skin to touch the outer contaminated surfaces of the gloves. Gloves are to be placed in a knotted plastic bag with the soiled nappy and placed in a covered bin in an appropriate place.
Place soiled clothing in a knotted plastic bag and store in a safe, out of reach place.
Supervise children to wash their hands appropriately after each change.
Wipe over a change mat after a nappy change with an appropriate non-toxic product.

Parents/guardians will support this procedure by:

Providing a suitable bag for used nappies/pull-ups and collect and dispose of used when collecting the child.
Providing an adequate supply of nappies or pull-ups for their child.
Where appropriate, providing pull-ups rather than nappies if this is possible. Pull-ups more readily encourage a child's independence in the toileting procedure.

In relation to toileting and toilet training at the service educators will:

Work collaboratively with families to discuss a child's needs, their stage of readiness to undertake toilet training and work consistently with parents/guardians.
Verbally encourage children to use toilet facilities if appropriate.
Role model and discuss appropriate hygiene practices with children.
Ensure that a child's clothes are changed at any time they become soiled or wet.
Supervise and assist children where necessary with the toilet training routine e.g. helping a child wipe their bottom, pull up pants, wash hands. A balance will be maintained between supervision, developing independence and respect for the child's privacy.

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Ensure that children follow appropriate hygiene practices including washing hands thoroughly with soap after toileting. Individual hand towels, paper towels or dryers are provided.

Parents/guardians will support this procedure by:

- Supporting and working with educators to develop an appropriate strategy for their child.
- Providing the necessary items for the child e.g. nappies, pull-ups, change of clothing, wipes.

This procedure relates to the following bestchance Policies and Procedures:

- Child Safe Environment Procedure
- Inclusion and Equity Procedure
- Interactions with Children Procedure
- Occupational Health and Safety Policy
- Privacy and Confidentiality Procedure
- Staffing Procedure
- Supervision of Children Procedure

Review

This procedure will be reviewed in a 2 yearly policy review cycle or earlier, in response to new information informing best practice including legislation, research, feedback and policy. **bestchance** service participant parent/guardians will be notified 14 days before making changes to this policy or procedures.

The review will be conducted by: **bestchance** and will seek the feedback of **bestchance** service families, **bestchance** Committee Partnership Group, employees, and any other interested parties.

Last reviewed: 17.2.16

Date for next review: February 2018