



Nappy Change and Toileting Policy

National Regulations 4, 88, 112

National Quality Standards 2.1.3, 2.1.4

The service will minimise the spread and risks of infectious diseases between children, other children and children's service staff, by ensuring toileting, toilet training, nappy changing and disposal of nappies is conducted in an efficient way according to recommended guidelines and standards.

Procedure

When supporting children to use the toilet or potty

Use a toilet in preference to a potty (when child willing) to reduce the risk of the spread of disease. Encourage children to flush the toilet after use and assist or teach children to wash their hands after toileting. Toilet training should be made a positive experience and all children's efforts continually praised. Whilst educators will encourage children's independence, they will supervise the children in the toilets, not only to offer help but to also ensure proper hygiene is adhered to.

After each use of a potty, educators are to:

- Wear single use non-latex gloves,
- Empty potty into the toilet,
- Wash potty with warm water and neutral detergent (do not rinse or wash potty in a sink used for handwashing)
- Wash hands after
- Ask parents to supply clean changes of clothing for children who are toilet training. Place soiled clothes in a plastic bag or alternative, and keep these bags in a designated place until parents can take them home

When changing nappies:

- Put on gloves (single use non-latex)
- Place paper on nappy change mat
- Remove the child's nappy
- Place soiled disposable nappies in closed foot pedal bin lined with plastic bag
- Place soiled clothes in a labelled plastic bag and send home with the family at the end of day
- Keep one hand on the child at all times to prevent them from falling off the table
- Remove urine and excess faeces with a baby wipe (or child's own items), wiping front to back and dispose in bin
- Remove gloves before touching the child's clean clothes or putting on a clean nappy, by peeling them back from your wrists, do not let your skin touch the contaminated surface of the gloves, put gloves in the bin
- Dress child, wash the child's hands, take child away from the change table or area
- Using gloves clean the change mat with warm water and neutral detergent after each nappy change. Use a paper towel to wipe the mat and leave to dry. Put the paper in the bin
- Wash your hands

NB: Children are not to be left unattended on the change table at any time.

Educators are to change their primary children's nappies as required but also should check children at a minimum every 2 hours to ensure that nappy changes are not missed.

Other items:

- Ensure a walking child walks to change area and support them to walk up the stairs
- Have adequate numbers of clean nappies stored within reach of the nappy change facilities
- Use high absorbency disposable nappies in preference to cloth nappies
- Keep all nappy change creams, wipes, all soiled nappies and clothes inaccessible to children
- Dispose of soiled disposable nappies by placing them in a heavy sealed plastic bag or plastic lined garbage container, ensure they are kept out of access by children and separate from children's play and eating areas, and dispose of daily in the domestic waste collection or contract waste disposal service
- Display a waterproofed poster of nappy changing instructions in all nappy changing areas. Translate them into the relevant community languages or display visual charts of the correct procedure if needed
- Ensure that educators with cuts, abrasions, dermatitis or open wounds on their hands cover with a water-resistant occlusive dressing, which should be changed each time it is soiled or wet
- Place any soiled clothes in a sealed plastic bag for the family to take home and keep inaccessible to children or animals. Soiled items are not to be rinsed by educators as this increases the risk of germs or infection becoming airborne or splashing onto the face/eye
- Educators clean toilets and bathroom throughout the day and also when necessary after spills/accidents

Reference

- *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* - 4th Ed. 2006
- Friths, J. Kambouris, N. O'Grady, O. (2003) "*Health & Safety in Children's Centres : Model Policies & Practices*", 2nd edition, accessed online at www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf