

SECTION 3

HEALTH & SAFETY POLICIES

3.13 Nappy Change and Toileting Policy

Aim:

1. To ensure nappy changes and toileting procedures are carried out safely and are a positive experience for the child.
2. To view nappy changing as an opportunity for social interaction with each child.
3. To ensure safety precautions are followed and that nappy changes and toileting are hygienic procedures.
4. To ensure children (when appropriate for their age and development) are encouraged to begin toileting in a relaxed and secure manner.
5. To recognise and listen to parents concerns in relation to toileting.
6. To encourage children to develop bladder and bowel control.

Nappy Changing Process

1. Educators must follow the nappy change procedures when changing nappies.
2. Educators should be trained and supervised by team leaders to ensure they follow the proper procedures for nappy changing.
3. All change tables have moisture resistant surfaces to prevent cross infection.
4. The Centre provides all nappies, excluding one home nappy that is brought with the child each day.
5. Parents must advise Educators if children have any health conditions (ie. rash) that require any creams or lotions. These should be clearly labeled and will be stored on the shelf above the nappy change bench next to the nappies.
6. Educators must ensure that change rooms are cleaned daily and as required.
7. Educators must ensure bins are cleared at least daily, and during the day as required.

Toileting Process:

1. The toileting routine should be individualised and interactive. Educators should talk to children about what they are doing and can help children understand what is happening by describing the steps involved in toileting. Toilet language should be appropriate and correct terminology should be used.
2. Educators commence children toilet training in conjunction with parent's requests and the child's individual stage of development. It is necessary for children to be toilet trained before starting transitions into ELC unless toilet training is not developmentally appropriate due to medical reasons.

See below notes regarding toilet training.

3. Educators should recognise that children's toileting "accidents" are common occurrences in childcare Centres and are part of the child's toilet training to develop bladder and bowel control.
4. Under no circumstance is a child scolded or shamed. At all times children should be treated with respect.
5. Educators should be trained and supervised by team leaders to ensure they follow the proper procedures for toileting.
6. Children should be supervised and assisted where required.
7. When accidents occur, solid matter must be disposed of into the toilet before placing soiled clothes into a plastic bag for parents to take home and wash.
8. Washing soiled clothes at the Centre can spread germs, particularly gastroenteritis.

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9. Educators should assist the child to wash their hands at the sink, before also washing their hands at the sink.
10. The Centre provides potties where required, to assist children with toilet training.
11. When used by a child, the potty should be immediately emptied into a toilet then cleaned with disinfectant and rinsed in a sink. Educators should wear disposable gloves and wash their hands at the end of the cleaning process.
12. Parents are encouraged to dress children in clothing that is easily removed and will assist the child to develop independent toileting procedures.

Toilet training: when to start?

Generally, signs that your child is ready for toilet training appear from about two years on, although some children show signs of being ready at 18 months. Night-time training can be as late as eight years, although most children stop wetting at night by the time they're five.

Before introducing the toilet or potty, it helps a lot if you have an established daily routine with your child. This way, the new activity of using the toilet or potty can be slotted into your normal routine.

Your child is showing **some signs of being ready** if he / she:

- is walking and can sit for short periods of time
- is becoming generally more independent when it comes to completing tasks
- is becoming interested in watching others go to the toilet (this can be awkward or make you uncomfortable at first, but is a good way to introduce things)
- has dry nappies for up to two hours – this shows he's able to store wee in his bladder (which automatically empties in younger babies or newborns)
- tells you (or shows obvious signs) when they are about to soil their nappy
- begins to dislike wearing a nappy, perhaps trying to pull it off when it's wet or soiled
- has regular, soft, formed bowel movements
- can pull his / her pants up and down
- can follow simple instructions, such as 'Give the ball to daddy'
- shows understanding about things having their place around the home.

Not all these signs need to be present when your child is ready. A general trend will let you know it's time to start.

Relates to Quality Area 2: elements 2.1.1, 2.1.3, 2.1.4, 2.2.1, 2.3 & National Regulation 168

Source: *Staying Healthy in Childcare- Preventing Infectious Diseases in Childcare 4th edition QIAS Fact sheet #14*

Source: 2006-2015 Raising Children Network (Australia) Limited.
http://raisingchildren.net.au/articles/toilet_training.html/context/554

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Nappy Changing Procedure

1. Tell the child in advance that you will be changing their nappy “next” or “in a minute”.
2. Ask the child if they would like their nappy changed. If the child responds positively, proceed to change room, if not come back to them at a later stage.
3. Encourage older children to climb the stairs.

If wet

3. Put gloves on
4. Remove the child’s nappy
5. If necessary, clean bottom with wipes or according to child’s individual requirements
6. Put nappy, wipes in bin
7. Remove gloves by peeling them back from your wrists
8. Put clean nappy on, redress child
9. Help child away from the change area, encourage older children to walk down the stairs (if available).
10. Assist the child to wash hands (Babies room use wipes if necessary) and then return the child to the room.
11. Disinfect the change mat with sanitizer spray and wipe with paper towel.
12. Wash or use antibacterial gel to clean your hands.
13. Fill out and sign nappy chart

If soiled

3. Place paper towel on change mat
4. Put the child’s bottom on the paper towel
5. Put gloves on
6. Prepare plastic bag
7. Remove the child’s nappy
8. Clean bottom with wipes or according to child’s individual requirements
9. Put nappy, wipes, paper towel in plastic bag.
10. Remove gloves by peeling them back from your wrists and place in plastic bag and tie off.
11. Put clean nappy on, redress child
12. Help child away from the change area, encourage older children to walk down the stairs (if available).
13. Dispose of nappy in sealed bin.
14. Assist the child to wash hands (Babies room use wipe if necessary) and then return the child to the room.
15. Disinfect the change mat with sanitizer spray and wipe with paper towel.
16. Wash or use antibacterial gel to clean your hands.
17. Fill out and sign nappy chart

NEVER LEAVE A CHILD UNATTENDED ON THE CHANGE TABLE

** This is a guideline for staff, at times the order of steps may vary but please ensure that all steps are adhered to**

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Toileting Procedure

Educators should use a range of practical strategies to support positive toileting experiences for children.

These include:

1. Allowing children to take their time
2. Responding to children's cues allowing them to be active participants in the process
3. Using the correct terms for going to the toilet
4. Being sensitive to individual children's needs and styles
5. Speaking respectfully to each child about what Educators are doing
6. Asking and reminding children about using the toilet
7. Being alert to signs that a child is uncomfortable
8. Being sensitive to any signs or communications that a child may need to use the toilet.
9. Responding as quickly as possible when a child indicates to use the toilet
10. Focus on positive interaction with each child during toileting.

Toilet Training

Educators commence children toilet training in conjunction with parent's requests and the child's individual stage of development.

Educators should recognise that children's toileting "accidents" are common occurrences at childcare, and are part of the child's toilet training to develop bladder and bowel control.

Educators should be trained and supervised by team leaders to ensure they follow the proper procedures for toileting:

1. Children should be supervised and assisted where required.
2. When accidents occur, solid matter must be disposed of into the toilet before placing soiled clothes into a plastic bag for parents to take home and wash.
3. Washing soiled clothes at the Centre can spread germs, particularly gastroenteritis.
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