

Only Early Learning Centre



Nappy Change and Toileting Policy

Policy Number 15

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Aim

Only Early Learning Centre's Educators and Management Team will ensure that every child's rights, hygiene and comfort are considered during toileting time, nappy change times and when changing soiled clothes. Safe and hygienic practices will always be followed to ensure that children experience toileting and nappy changing that supports their health and well-being. Only Early Learning Centre accepts enrolments of children who are not yet toilet trained and has the appropriate facilities to accommodate them. Only Early Learning Centre acknowledges the importance of working closely with families to ensure the needs of each child are met including any cultural practices regarding toileting that staff may need to be aware of.

Who is affected by this policy

Children
Educators
Staff
Management
Visitors
Families

Nappy Changing

- All children who attend the centre in Nappies will be changed within two hours of arrival and then every two hours following that. If this is not possible, children will be changed at the first possible chance. For example, if a child has been sleeping for longer than a two-hour period, they will be changed immediately once awake.
- Children who are attending the centre in nappies will have their regular nappy checks recorded on the Nappy Change log through Appessment. This includes recording the time of the change, whether the nappy was wet or soiled and the name of the educator changing the nappy.
- Lead Educators will regularly supervise nappy changes in their room to ensure that all educators are aware and are correctly following the Nappy Change Procedure outlined below.
- If families are aware of nappy rash or other medical conditions that require creams, they are encouraged to communicate this to the educators at drop off.
- If at any time, educators notice a nappy rash appear, they will contact the parent or guardian, and complete a nappy rash record.
- Children will not be left on the nappy change mat or table on their own. Educators will keep one hand on the child at all times.

Nappy Change Procedure

Before changing a child's nappy, educators will check that all the supplies required are prepared and within reach of the change mat. This includes gloves, wipes, a clean nappy and nappy bags.

Preparation

1. Wash your hands
2. Place a paper towel on the changing mat
3. Unlock the cupboard where the nappy bin is located
4. Lift the child onto the change mat, or assist them to walk up the stairs
5. Place disposable gloves on both hands

Changing

1. Remove the child's nappy. If wet, place directly into the bin. If soiled, place in a small plastic bag. Place any soiled clothing into a separate plastic bag.
2. Clean the child's nappy area with disposable wipes. If wet, place directly into the bin. If soiled, place within the plastic bag.
3. Remove the paper towel from beneath the child, and place in the bin. Place a clean paper towel beneath the child.
4. If soiled, place the plastic bag in the bin.
5. Remove your gloves. Roll them inside out and place in the bin.
6. If the child requires nappy cream, place disposable gloves on both hands and apply.
7. Place a clean nappy on the child.
8. Remove disposable gloves and place in the bin.
9. Close the cupboard door.
10. Dress the child.
11. Remove the child from the change table using correct lifting or by assisting them to walk down the steps.
12. Wash your hands.
13. Assist the child to wash their hands.
14. Document the nappy change on Appessment.

Cleaning

1. Spray the change mat and table with detergent.
2. Spray the change mat and table with warm water.
3. Wipe the change mat and table down with a paper towel.
4. Dispose of the paper towel in the bin.
5. Wash your hands.

Nappy Change Health and Supervision

Health

Only Early Learning Centre will ensure that the nappy change mats used are not torn, are in good condition and can be easily cleaned. A specific nappy change mat will be designated to each learning room. These mats will never be shared between rooms to limit the spread of infection and contain it to a single room. Correct hand washing procedures will be carried out before and after each nappy change with the educators and children.

Supervision

Educators will ensure that children entering the Nappy Change area are fully supervised at all times. When the child is on the nappy change table, physical contact will be maintained the entire time. No child will be left alone on the change mat.

Toileting

During toileting, educators will use a range of strategies to support positive toileting experiences for children including:

- Regularly asking and reminding children about using the toilet
- Be alert to signs that a child is feeling uncomfortable
- Being sensitive to any signs or communications that a child may need to use the toilet
- Respond as quickly as possible when a child indicated to use the toilet

Toilet Training

Only Early Learning Centre aims to create a positive toilet training experience for educators, families and children. The following guidelines will be used by all educators when communicating with families regarding toilet training, communicating with children about toilet training and throughout the toilet training experience.

- Only Early Learning Centre believes that children will begin to show signs that they are ready for toilet training in their own time. Educators will not force or pressure children into toilet training.
- Only Early Learning Centre will work closely with families throughout the toilet training process to ensure the strategies being used at the service and at home, are consistent.
- Families will be required to supply a large amount of spare clothing to use throughout the process.
- At no time will a child be made to feel embarrassed, shamed and guilty during the toilet training process. All interactions and reactions will be positive, and children will be treated with respect.
- Children will be fully supervised during toilet training.
- Soiled clothes will not be washed at the centre, as this comes with a high risk of spreading germs.

- Families will be encouraged to dress their child in clothing that is easily removed and will assist the child to develop independent toileting procedures.

Toilet Training Procedure

1. Wash your hands
2. Place disposable gloves on both hands
3. Walk the child to the bathroom
4. Assist the child in removing their clothing and getting on the toilet seat if required or requested
5. Supervise the child while engaging in positive conversation about their toilet training
6. Assist the child in using toilet paper to wipe if required or requested
7. Assist the child in getting off the toilet and putting clothing back on if required or requested
8. Encourage the child to flush the toilet and engage in effective hand washing
9. Wash your own hands
10. Document toileting information on Appessment

Soiled Clothing

Soiled clothing includes clothing that has been contaminated with blood, faeces, urine or vomit.

- Underwear that has been soiled with urine, are to be placed in a nappy bag and placed in the classroom's bathroom area in a basket with the child's name clearly labelled.
- Underwear that has been soiled with faeces will have any solids emptied into the toilet, before being placed in a nappy bag. This will then be placed in the classroom's bathroom area in a basket with the child's name clearly labelled.
- Any items of clothing that are contaminated with blood, faeces, urine or vomit will be placed in a nappy bag and placed in the classroom's bathroom area in a basket with the child's name clearly labelled.

Educators are responsible for communicating with families that their child has soiled clothing and ensure that it is collected each afternoon as required.

Changing Soiled Clothing Procedure

1. Wash your hands
2. Place on disposable gloves
3. If the clothes are filled with solids, these can be tipped into the toilet
4. Place the clothes inside a plastic nappy bag
5. Place the bag into a white basket in the bathroom area
6. Ensure that basket is clearly labelled with the child's name
7. Use QikKids to add a note to the child's account stating that there are soiled clothes to collect
8. The soiled clothing baskets must be checked each afternoon to ensure that all of the clothes have been collected
9. If soiled clothes are not take home, and are not collected within 7 days, they will be thrown away

Privacy and Dignity

Only Early Learning Centre is committed to safeguarding and promoting the welfare of children. Management will ensure that all educators responsible for the intimate care of children will undertake their duties in a professional manner at all times. Throughout toileting and nappy changes, it is important that every child is treated as an individual and that care is given as gently and as sensitively as possible. Educators will ensure that children are treated with dignity and respect and given privacy appropriate to the child's age and situation. Children should be encouraged to express choice, have a positive image of their body, be confident, self-assured and have the feeling that their body belongs to them. Children will never be changed in the classroom, but taken to the toilets/nappy change area, to respect their privacy.

Supportive Practices

In addition to meeting children's physical needs, nappy changing, toilet training and toileting can be an important time to support children's agency, give children your full attention, interact with children and help them to understand self-help skills. Only Early Learning Centre educators will use the following supportive practices to achieve a positive experience:

- Allowing children to take their time and avoid pressuring children
- Responding to children's cues and allow children to be active participants in the process
- Use the correct terms for going to the toilet. Involve families in this process and ask what terms are used at home with the child
- Being sensitive to children's needs. Tailoring specific nappy change and toileting procedures for children where required
- Prompt children throughout the day by asking or reminding them about toileting or nappy change times
- Taking full advantage of every opportunity for a focused positive interaction during these times
- Always being positive about toileting and nappy changes
- Being respectful, sensitive and mindful of children's dignity and rights to privacy


Collaborating with Families

Consistency

Maintaining consistency between Only Early Learning Centre and a child's experience at home, can help promote positivity surrounding nappy change and toileting. Consistency with toilet training strategies can also allow children to be familiar and comfortable in their routine whilst toilet training. Educators will ensure to keep constant communication with families when their child is toilet training. Educators, where appropriate, will continue with the same or similar strategies that are used by the family at home. This consistency can include terms used, routines followed, interactions had and specific times of the day.

Communication

Only Early Learning Centre Educators will work with families to recognise cues of children who are ready for toileting and toilet training. Open and honest communication will be had with all families regarding



nappy change and toileting. Cultural practices and beliefs will be discussed with families (where required) to determine practices that align with the centre policies and any family requests.



Sources

Education and Care Services National Law Act 2010

167 - Offence relating to protection of children from harm and hazards

Education and Care Services National Regulation 2011

84 Awareness of child protection law

88 Infectious diseases

109 Toilet and hygiene facilities

National Quality Standards 2018

2.1.2 Health practices and procedures

3.1.2 Upkeep

Staying Healthy in Childcare

Review

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

Reviewed By: Alex Jury **Date:** 4th March 2020

Approved By: Kelly Williams

Date for Next Review: 4th March 2021