



# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

## BACKGROUND

Orchard Early Learning Service aims to meet the needs of children by providing a clean, safe, and hygienic place for nappy changes and toileting. We believe that nappy-changing and toileting rituals provided in a caring and responsive manner are valuable opportunities to promote children's learning, meet individual needs, and to develop strong relationships with children.

## POLICY STATEMENT

This Policy outlines the aims to ensure best practice guidelines are adhered to for nappy changing and toileting, ensuring that children's bathrooms and nappy change areas are maintained in a hygienic state in order to eliminate or reduce the spread of infectious disease. Orchard Early Learning Centre will also ensure that nappy change and toileting routines are used as an opportunity for one-on-one interactions between the educator and child.

## STRATEGIES & PRACTICE

Nappy changes and toileting routines are incorporated into our routine, both at designated times and throughout the day to meet children's individual needs.

Educators will communicate with parents to develop continuity between our Service and home regarding their child's nappy change and toileting practices. We will develop a toileting plan in consultation with parents to develop a consistent approach to toilet training. Educators must be responsive to special requirements related to culture, religion, or privacy.

Toileting and nappy changing will be carried out at frequent intervals throughout the day. Children who are in nappies will have each nappy change recorded in the Nappy Change Register on our app by educators.

Educators will monitor the progress of a child's toilet training and provide information to parents of how many times the child actually sat on the toilet or managed to use the toilet in a day.

We acknowledge that Nappy changing and toileting routines are an excellent opportunity for educators to:

- Conduct one-to-one interactions with babies, toddlers, and children, giving them undivided attention
- Build trusting and caring relationships with babies, toddlers, and children
- Interact with babies and toddlers using verbal and non-verbal communication and respond to children's communication
- Participate in age-appropriate activities with children, such as singing, saying rhymes
- Build children's understanding of what is happening by inviting them to the bathroom and supporting their ability to predict what will happen next in the routine
- Help children begin to develop and extend their self-help skills, which includes handwashing and dressing, and encouraging children to identify the feeling of accomplishment and pride that come with this.





# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

All educators will carry out nappy changing; however, at times if a student is required to carry out this as part of their practicum requirements, they will be under the constant supervision of a qualified educator. Where possible, the infant/child's primary educator will change nappies for consistency and building trust.

Should a parent be in the bathroom helping their child, a staff member must accompany any other children needing to use the bathroom at the same time or be able to observe the bathroom with direct sight.

Appropriate hygiene practices must be maintained, and procedures followed to minimise any risk of infection at all times. Educators will continuously role-model and promote healthy hygiene practices and hand washing procedures, encouraging and supporting the children to follow these practices.

## The Approved Provider will:

- Provide adequate and appropriate hygienic facilities for nappy changing
- Ensure nappy change facilities are designed and located in a way that prevents unsupervised access by children
- Ensure that the nappy change facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the Rights and dignity of the children using the facilities
- Provide adequate supplies for nappy changing and toileting at all times
- Ensure that adult and children's hand washing facilities are located within the nappy change area
- Ensure handwashing posters are displayed in bathrooms and nappy change areas
- Consult the Building Code of Australia to ensure nappy change benches are compliant (Centre-based services)
- Ensure nappy bins have a 'hands-free' lid
- Ensure nappy bins are located out of children's reach, preferably in a child-proof cupboard
- Ensure nappy change procedures remain compliant and current
- Ensure documentation to record information about nappy changing and toileting is consistent and monitored
- Ensure nappy change table/mats are hygienically cleaned and kept in excellent condition at all times to reduce the spread of infection- no holes, cracks, creases
- Provide information to families at time of enrolment about:
  - use of disposable nappies
  - procedures if their child develops or presents with nappy rash
  - administration of Medication authorisation for application of products to treat nappy rash including prescription treatments or over the counter creams
  - requests to provide adequate supplies of clothes for children who are toilet training
  - the importance of ongoing and open communication between educators and families about nappy changing and toilet training with their child





# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

## The Nominated Supervisor will:

- Implement policies, procedures, and training with educators to ensure nappy change procedures support children's safety, protection, relationships, and learning
- Conduct an AM and PM audit on nappy check logs to ensure children's nappies are changed
- Develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access
- Ensure children's nappies are changed at scheduled regular intervals at a minimum
- Ensure educators check nappies throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes.
- Ensure nappy change and hand washing procedures are displayed visually and in community languages as appropriate in children's bathrooms and the nappy change area
- Ensure nappy bins are emptied once during the day and at the end of each day, or more regularly as required
- Request families to provide additional change of clothes for children who are toilet training

## Educators will:

- Refer to the nappy changing or stand-up nappy changing procedure at all times.
- Discuss children's individual needs with families to ensure practices are reflective of their home environment and are culturally sensitive
- Provide information to families regarding children's nappy changes and toileting progress
- Utilise nappy change times to interact with children, toddlers, and babies on an individual basis. The nappy change time will allow educators to converse, sing, play, and generally interact with the child. This time is a particularly good time for supporting language skills.
- Organise the nappy change area to promote positive interactions and promote positive learning experiences. For example, place pictures or mobiles to stimulate children's interactions and to encourage learning and language development.
- Ensure physical contact and direct supervision with babies and toddlers throughout the nappy change experience
- Ensure no child is left alone on a nappy change mat or bench
- Keep nappy change areas fully stocked with all required materials at all times
- Ensure that nappy change and toileting supplies are readily accessible to staff to ensure efficiency and the health and safety of each child
- Encourage mobile children to walk to the nappy change area
- Assist the mobile baby or toddler to walk up the steps onto the nappy change bench to minimise lifting by educators and to promote children's agency. Where a child is not walking, educators will follow manual handling practices to lift and carry the baby to the nappy change mat.
- Always follow Orchard Early Learning Centre documentation requirements for nappy changing and toileting and communicating with families. (see Nappy changing procedure below)





# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

- Only apply nappy cream to a child if authorisation is provided in an Administration of Medication form.

## Toilet Learning

Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency between home and the service in regard to their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion, or privacy needs.

Decisions about when to begin toilet learning will be made by families or may occur through shared decision making between families and early childhood professionals. This decision is based on mutual respect and open communication, which is crucial for a successful outcome. Families may have strong views and preferences about when and how their child learns to use the toilet, which may come from their cultural background or individual preferences, which must be respected by educators and staff.

The priority of the individual child's wellbeing is paramount, and the decision to begin assisting the child to learn to use the toilet should be based on signs of readiness from the child and discussion with families.

Early signs of readiness may start to appear when children are around two years old, but generally appear closer to the child's third birthday. However, generally boys will show signs of readiness later than girls. These signs may include:

- showing interest in the toilet, including having an interest in others using the toilet
- indicating a need to go to the toilet either before, or while they are passing urine or faeces
- staying dryer for longer periods of time
- beginning to dislike wearing a nappy and perhaps trying to pull it off when it's wet or soiled
- indicating a desire to sit on the toilet

It is important to keep the process subdued and not place unnecessary attention and pressure on the child to perform. Acknowledging children's successes, no matter how infrequent or small is vital for their self-esteem and confidence. Families and educators can expect accidents, which should be treated respectfully, without fuss, and in a supportive manner.

Educators and families will communicate with each other regarding how the toilet learning is progressing, both in care and at home. This will support children to become more familiar and comfortable with the toilet training process. Children will be given the opportunity to complete the toileting procedure, such as toileting, flushing the toilet, and washing and drying their hands, but will always be supervised and assisted if required.

During this milestone, children should be empowered and encouraged to be successful. Toilet learning varies for individual children. As educators we can take advantage of the child being in a group and the many opportunities that provides for learning from each other. Educators and families need to remember that comparing children is inappropriate as there will always be individual differences and variables.





# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

## Educators will:

- Complete the nappy change procedure with a supervisor to ensure practice meets Orchard ELC requirements for nappy changes.
- Request parents to supply a clean change of clothing for children who are toilet training
- Remind children to use the toilet throughout the day
- Assist the child to use the toilet
- Assist the child to get dressed (and if required, change into dry clothes)
- Encourage children, especially girls, to wipe front to back to reduce introducing bowel bacteria to the urinary tract
- Encourage children to flush the toilet
- Encourage and assist children to wash and dry their hands thoroughly as per Handwashing Policy
- If the child has soiled or wet their clothes:
  - place soiled clothes in a plastic bag or alternative and keep these in a designated area for parents to take home- educators are not responsible to rinse any wet and/or soiled clothes
  - wash their own hands after helping children use the toilet
  - wear disposable gloves, paper towel, disposable cloths, detergent and bleach if necessary when dealing with spills- such as urine, faeces or vomit

## \*Appendix 1

### Nappy changing procedure

#### Preparation

1. Before changing a child's nappy, make sure you have everything you need within reach eg: disposable gloves, nappies, wipes, paper towel
2. Wash your hands with soap and water and dry thoroughly with paper towel
3. Place a clean paper towel/sheet on nappy change mat
4. Put on disposable gloves on both hands

#### Changing

1. Lie child down on the change table
2. Always keep a hand on the child to prevent falling
3. Remove child's nappy and any other clothing with urine/faeces. (The child may urinate, so have a spare cloth handy).
4. Use the front of the nappy to wipe off any faeces
5. Use the tabs of the nappy to fold the nappy together in order to stop leakage and put in a hands-free lidded bin
6. Place any soiled clothes (including a cloth nappy) in a plastic bag
7. Using wipes, clean the child's bottom and genital area
8. Hold child's legs up with your fingers between the ankles and gently lift the child's bottom, wiping front to back
9. Remove the paper towel/mat and put in a hands-free lidded bin
10. Remove your gloves turning them inside out and dispose in the bin (Do not let your skin touch the outer contaminated gloves)





# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

11. If nappy cream is required due to nappy rash, place on a new glove (check

## Administration of Medication form for authorisation

1. Administer child's nappy cream using your gloved finger to apply generously
2. Dispose of glove
3. Open a clean nappy, with fastening tabs towards the top. Lift child's ankles and slip the nappy beneath their bottom
4. the front flap up, tuck it firmly around baby's waist and secure each tab. Ensure not to make the nappy too tight.
5. Dress the child
6. Remove child from the change table
7. Wash your hands and the child's hands
8. Encourage the child to go and play with the other children

## Cleaning

1. After each nappy change, clean the change table with neutral detergent, rubbing with paper towel or a cloth, then dry.
2. Dispose of paper towel
3. Wash and dry your hands thoroughly with soap and water
4. At the end of each day, thoroughly wash the nappy change mat and nappy change area with soap and water. Allow the change mat to dry.
5. Disinfect area with bleach solution in the event of spills (urine/faeces/vomit).

**IMPORTANT: Never leave a child unattended on a change table**

## RELATED LEGISLATION, GUIDELINES, STANDARDS, FRAMEWORKS

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
112	Nappy change facilities
115	Premises designed to facilitate supervision
155	Interactions with children
156	Relationships in groups







# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

## LINKS TO OTHER POLICIES

- Enrolment and Orientation Policy
- Environmental Sustainability Policy
- Supervision Policy
- Medication Policy
- Interactions with Children

## SOURCES, FURTHER READING AND USEFUL WEBSITES

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Children's Education & Care Quality Authority. National Quality Standard Information Sheet. (2018) Toileting and Nappy Changing Principles and Practices.
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Regulations. (2011).
- Family & Community Services. (2019). Babies and toddlers: Toilet training: <https://www.facs.nsw.gov.au/families/parenting/caring-for/toddlers>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2017). (amended 2020).
- National Health and Medical Research Council. (2013). Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Ed.). Australia: Commonwealth of Australia. NSW Government.





# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

- Raising Children Network (2018) Nappy rash  
<https://raisingchildren.net.au/newborns/health-daily-care/poos-wees-nappies/nappy-rash>
- Revised National Quality Standard. (2018).
- The NSW Work Health and Safety Act 2011

## POLICY REVIEW

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

**Date(s) reviewed: April 2019 / April 2020 / January 2021 / January 2022/ January 2023**







# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

## NAPPY CHANGE PROCEDURE (MAT)

1. Wash your hands
2. Place clean paper towel on the change table
3. Put disposable gloves on both hands
4. Remove the child's nappy and put any disposable nappy in a hands-free lidded bin.
5. If the child has any soiled clothes (including any cloth nappy) please put them in a plastic bag and in the soiled clothes container.
6. Clean the child's bottom with wipes and discard wipes into hands free lidded bin
7. Remove the paper and put it in a hands-free lidded bin
8. Remove your gloves and put them in the bin
- 9. IF YOU NEED NAPPY CREAM CONTINUE TO STEP 10- IF NOT GO TO STEP 13**
10. If Nappy cream is needed apply clean gloves.
11. Place clean paper towel on the nappy change mat.
12. Apply centre provided sudocrem or pharmacy labelled creams for individual children's needs.
- 13. Place a clean nappy on the child**
14. Dress the child
15. Wash your hands and the child's hands and transition the child back to play
16. After each nappy change, clean the change mat with paper towel and Vira clean (adding chemical to paper towel to wipe)
17. Wash your hands

*Safe and hygienic practices ensure children experience toileting and nappy changing that supports their health and well-being. These are appropriate, respectful, and pleasant procedures that promote learning and capacity building.*





# NAPPY CHANGE & TOILETING POLICY

Quality Area 2: Children's Health and Safety

## STAND UP NAPPY CHANGE PROCEDURE

Use physical supports as required including fixed handrail, toilet frame surround and or low chair for educator to sit on during the process:

1. Wash Hands
2. Put on gloves
3. Encourage child to pull down their pants (assist if required) remove nappy/pull ups, place in bin.
4. Remove any soiled or wet clothing and place in plastic bag and in the soiled clothes container
5. Encourage child to wipe their own bottom with the help of an educator wearing gloves
6. Educator removes gloves
7. Place gloves in bin
8. Place clean nappy/pull-ups on child; encourage child to participate in dressing
8. Wash and dry child's hands and your hands.

## CHILDREN WHO ARE TOILET LEARNING PROCEDURE

In response to the needs of children who are toileting, educators will:

1. Ensure accidents will be treated with sensitivity
2. Maintaining the child's dignity and privacy during the changing process
3. Encourage children to wipe their own bottoms with the help of an educator wearing gloves
4. Guide children to follow the process of wiping front to back, flushing the toilet, washing and drying hands
5. Educator removes gloves
6. Place gloves in bin
7. Monitored the toilet area to assist children and to ensure the toilet seats are regularly cleaned

