

Nappy Changing & Toileting Policy and Procedure

Introduction

Meeting the needs of children by providing support during the toileting transition as well as the provision of clean nappies and a safe and hygienic place for changing children is a basic need that is important for children's comfort and happiness.

The Nappy changing, and toileting procedure is an opportunity in the child's day where interactions, guided by the learning frameworks and NQS, are meaningful, warm and responsive and support children's learning.

Policy

Learning Links Preschool will follow best practice guidelines for nappy changing and toileting to ensure the area is hygienic and to reduce the spread of infectious disease.

The Preschool aims to make the nappy change and toileting experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting, meaningful and positive relationships.

Definitions

Nappy: Defined as a piece of towelling or other absorbent material wrapped round a child's bottom and between its legs to absorb and retain urine and faeces. For the purpose of this policy, pull-ups are included in the definition of nappy.

Powerlift nappy change trolley: A trolley designed to take the effort out of lifting and carrying children.

Eligibility

This policy applies to all staff and volunteers involved in service delivery to children in Learning Links early education and care services.

Responsible

Responsibilities for the policy are:

Person	Responsible for
Preschool Manager / Nominated Supervisor	<ul style="list-style-type: none"> • Providing adequate and appropriate hygienic facilities for nappy changing; • Ensuring nappy change facilities are designed and located in a way that prevents unsupervised access by children; • Ensuring that adult hand washing facilities are located within the nappy change area; • Considering access to children's hand washing facilities within the nappy change area; • Consulting the Building Code of Australia for requirements concerning nappy change benches (Centre-based services); • Ensuring that the nappy change and toileting 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. • Develop and implement policies, procedures and training with educators to ensure nappy change and toileting procedures support children's safety, protection, relationships and learning. • Develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location children cannot access.

Educators	<ul style="list-style-type: none"> • Discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive; • Provide information to families regarding children's nappy change patterns; • Utilise nappy change times to interact with children on an individual basis. The nappy change time will allow educators to converse, sing, play and generally interact with the child. This time allows educators and children to learn more about each other and understand each child's personality and personal strengths; and • Organise the nappy change area to promote positive interactions and promote positive learning experiences, e.g. place pictures or mobiles to stimulate children's interactions and to encourage learning. • Support children to take an emerging responsibility in their own self-help routines.
Families	<ul style="list-style-type: none"> • Keep educators informed of nappy changing and toileting practices and changes at home. • Providing nappies and any other relevant personal equipment to support the toileting and nappy changing procedure.

Related documents

Links to Quality Areas:

- Element 1.1.3 - All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
- Standard 2.1 - Each child's health is promoted.
- Element 5.1.1 - Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
- Element 5.1.2 - The dignity and rights of each child are maintained at all times.

Links to Regulations and Standards:

- Education and Care Services National Regulations 77, 106, 112
- National Quality Standards/Elements: 2.1, 2.1.1 2.2, 2.2.1, 3.1, 3.1.1

Statutory Legislations and Considerations:

- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Children (Education and Care Services National Law Application) Act 2010, Section 167
- Education and Care Services National Regulations
- Guide to the National Quality Standard (3) ACECQA (2017)
- Australian Standard for storage and handling of hazardous chemicals and materials (AS 3780)

Sources:

- The NSW Work Health and Safety Act 2011 – www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation
- Storage and Handling of Dangerous Goods: Guidance – www.safework.nsw.gov.au/
- Approved First Aid Qualifications – www.acecqa.gov.au/qualifications/nqf-approved

Other policies:

- Cleaning and Maintaining the Environment Policy & Procedure
- Hygiene and Infection Control Policy & Procedure
- Medication Administration Policy & Procedure
- Family Participation and Communication Policy & Procedure

Procedure

<p>Supervision</p>	<p>Educators will maintain effective supervision at all times by:</p> <ul style="list-style-type: none"> • Fully supervising and maintaining physical contact with children throughout the nappy change and toileting experience. No child will be left alone on a nappy change mat. • Keeping nappy change areas and toilets fully stocked with all required materials at all times. Educators are responsible for maintaining the supplies to meet the needs of individual children. Supplies will be readily accessible to staff to ensure efficiency and the health and safety of each child. • Encouraging mobile children to walk to the nappy change area. Educators will assist the child to get onto the nappy change trolley as independently as possible to reduce repetitive movements 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 child to the nappy change mat. Refer to Powerlift Nappy Change Trolley Procedures further in this document for more details.
<p>Nappy change procedure</p>	<p>Educators will practice effective hygiene by utilising the 'Staying Healthy in Child Care (5th edition)' practices when changing a nappy to reduce the spread of infection. These are:</p> <ol style="list-style-type: none"> 1. Wash hands. 2. Place liner on the nappy change mat. 3. Put on gloves. 4. Remove the nappy and place in the nappy bin. 5. Remove any soiled or wet clothing. 6. Clean the child's bottom. 7. Remove the liner and put it in the nappy bin. 8. Remove the gloves, peeling them back from the wrist and turning them inside out as they are removed. Put the gloves in the nappy bin. 9. If a child requires specific cream, place a clean paper towel under the child's bottom. 10. Put on clean gloves. 11. If required, place a suitable amount of cream on the glove and spread onto the child's bottom. 12. Remove the paper towel and place it in the nappy bin. 13. Remove the gloves and place in nappy bin. 14. Place a clean nappy on the child 15. Dress the child. 16. Wash and dry their hands and your hands. 17. Return the child to the play area. 18. Clean the nappy change mat and area with detergent and warm water. 19. Dry with a clean paper towel. 20. Wash your hands.
<p>Stand Up Nappy Change Procedure</p>	<p>Use physical supports as required including fixed hand rail, toilet frame surround and or low chair for educator to sit on during the process:</p> <ol style="list-style-type: none"> 1. Wash Hands. 2. Put on gloves. 3. Encourage child to pull down their pants (assist if required) and remove nappy/pull ups and place in nappy bin. 4. Remove any soiled or wet clothing. 5. Encourage child to wipe their own bottom with the help of a staff member wearing gloves 6. Remove gloves peeling them back from the wrist and turning them inside out as they are removed. Place gloves in bin. 7. Place clean nappy/pull-ups on child; encourage child to participate in dressing (assist if needed). 8. Wash and dry child's hands and your hands.

<p>Children who are toileting Procedure</p>	<p>In response to the needs of children who are toileting, educators will:</p> <ul style="list-style-type: none"> • Ensure accidents will be treated with sensitivity and the child supported while maintaining the child's dignity during the changing process. • Children will be encouraged to wipe their own bottoms with the help of a staff member wearing gloves. • Children will be guided to follow the process of wiping front to back, flushing the toilet, washing and drying hands. • Toilet area and toilet seats will be monitored routinely to maintain hygiene and cleanliness. • Toilet area will be monitored constantly to ensure supervision is maintained at all times.
<p>Additional Strategies</p>	<ul style="list-style-type: none"> • Nappy change bins will have a 'hands-free' lid. Nappy bins will be located out of children's reach, in a child proof cupboard where possible. Nappy bins will be emptied once during the day and at the end of each day. This may need to be done more regularly if there are soiled nappies. • Educators will clean nappy change mats and areas after each use. They will be thoroughly cleaned with pH Neutral detergent and water and paper towel once during the middle of the day and at the end of each day. Nappy change mats will be placed in direct sunlight after being cleaned. • Children's nappies will be changed at scheduled intervals as determined by the nominated supervisor and educators. Nappies will also be checked 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. • Nappy change and hand washing procedures will be displayed visually as appropriate in the nappy change area.
<p>Powerlift Nappy Change Trolley Procedures</p>	<ul style="list-style-type: none"> • Ensure the red lever (located on top of the castor) of the Powerlift Nappy Change Trolley is engaged to activate the brake prior to commencing use of the change trolley. • Press the 'down' switch to move the deck of the nappy change trolley to the lowest position prior to the child getting onto the trolley (provide physical assistance if needed). • Ask the child to sit then lie on the deck of the nappy change trolley. • Ensure the child is lying securely and not in danger of falling before pressing the 'up' switch to move the deck of the nappy change trolley to the adult's waist height. • When the nappy change is complete (refer to Nappy Change Procedure), press the 'down' switch to move the deck of the nappy change trolley to the lowest position then assist the child to step off the change table. • Return the nappy change trolley deck to the adult's waist height by pressing the 'up' switch. <p>Charging the Powerlift nappy change trolley:</p> <ul style="list-style-type: none"> • When the up/down switch is pressed, a light in the lower right-hand corner of the battery box will glow. • If the light glows green, the battery is sufficiently charged. If the light is red, the battery is low and should be recharged. • Fit the charger plug into the hole at the bottom right hand corner of the rear face of the battery box. • Connect the charger into a power point. The light will glow during charging. The light will change to green when there is enough charge to operate the trolley, but the batteries are not fully charged. • The batteries require a further 12 hours to reach full charge.

	<ul style="list-style-type: none"> • The Preschool Manager will ensure that the task of recharging the battery is delegated to a member of staff and that a contingency plan is adopted should that member of staff be absent. • The trolley is only to be charged overnight whilst children are not at the service. • The charger must be disconnected from the trolley the next morning, prior to the children arriving and stored out of children's reach. • Do not operate the trolley while the battery is being charged.
--	--

Document control

This table outlines the control details for this document.

Element	Details
Document Name	Nappy Change Policy and Procedure
Document Owner	Sarah Herbert
Version Number	2.0
Effective Date	21 February 2019
Review Date	21 February 2021
Authorisation	Di Peacock-Smith