



# Nappy Change with a Toileting Child Procedure

## Preschool

<b>Introduction</b>	This procedure applies to all Learning Links staff. The term staff includes volunteers, students and contractors.																											
<b>Procedure</b>	<table border="1"> <thead> <tr> <th data-bbox="419 526 646 577">Step</th> <th data-bbox="646 526 1505 577">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="419 577 646 611">1</td> <td data-bbox="646 577 1505 611">Wash your hands.</td> </tr> <tr> <td data-bbox="419 611 646 734">2</td> <td data-bbox="646 611 1505 734">Ask the child to remove their nappy and encourage them to place in the nappy bin. If the child needs assistance <u>put on</u> clean gloves and place the nappy in the nappy bin and then remove gloves</td> </tr> <tr> <td data-bbox="419 734 646 790">3</td> <td data-bbox="646 734 1505 790">Encourage child or help child to sit on the toilet.</td> </tr> <tr> <td data-bbox="419 790 646 925">4</td> <td data-bbox="646 790 1505 925">If required to collect soiled clothing <u>put on gloves</u> and place the soiled clothing in a plastic bag and seal closed. Place the plastic bag in the designated soiled clothes area (not accessible to children). Remove gloves.</td> </tr> <tr> <td data-bbox="419 925 646 1014">5</td> <td data-bbox="646 925 1505 1014">When the child has finished, encourage them to wipe their bottom with toilet paper. If the child needs assistance to wipe their bottom, <u>put on clean gloves</u> and help the child.</td> </tr> <tr> <td data-bbox="419 1014 646 1081">6</td> <td data-bbox="646 1014 1505 1081">Put toilet paper in the toilet and ask the child to flush the toilet or assist the child to do so.</td> </tr> <tr> <td data-bbox="419 1081 646 1160">7</td> <td data-bbox="646 1081 1505 1160">Remove gloves by peeling them back from your wrists, turning them inside out as you go. Put gloves in bin.</td> </tr> <tr> <td data-bbox="419 1160 646 1238">8</td> <td data-bbox="646 1160 1505 1238">Place a clean nappy on the child while they are standing. Talk to and interact with the child while putting on the nappy.</td> </tr> <tr> <td data-bbox="419 1238 646 1305">9</td> <td data-bbox="646 1238 1505 1305">Encourage the child to put on their clothes. Help and assist with dressing the child if needed.</td> </tr> <tr> <td data-bbox="419 1305 646 1373">10</td> <td data-bbox="646 1305 1505 1373">Encourage the child to wash their hands independently and wipe hands with hand towel</td> </tr> <tr> <td data-bbox="419 1373 646 1417">11</td> <td data-bbox="646 1373 1505 1417">Place the towel in the basket for dirty items.</td> </tr> <tr> <td data-bbox="419 1417 646 1507">12</td> <td data-bbox="646 1417 1505 1507">Wash your hands following hand washing procedure.</td> </tr> </tbody> </table>	Step	Action	1	Wash your hands.	2	Ask the child to remove their nappy and encourage them to place in the nappy bin. If the child needs assistance <u>put on</u> clean gloves and place the nappy in the nappy bin and then remove gloves	3	Encourage child or help child to sit on the toilet.	4	If required to collect soiled clothing <u>put on gloves</u> and place the soiled clothing in a plastic bag and seal closed. Place the plastic bag in the designated soiled clothes area (not accessible to children). Remove gloves.	5	When the child has finished, encourage them to wipe their bottom with toilet paper. If the child needs assistance to wipe their bottom, <u>put on clean gloves</u> and help the child.	6	Put toilet paper in the toilet and ask the child to flush the toilet or assist the child to do so.	7	Remove gloves by peeling them back from your wrists, turning them inside out as you go. Put gloves in bin.	8	Place a clean nappy on the child while they are standing. Talk to and interact with the child while putting on the nappy.	9	Encourage the child to put on their clothes. Help and assist with dressing the child if needed.	10	Encourage the child to wash their hands independently and wipe hands with hand towel	11	Place the towel in the basket for dirty items.	12	Wash your hands following hand washing procedure.	
Step	Action																											
1	Wash your hands.																											
2	Ask the child to remove their nappy and encourage them to place in the nappy bin. If the child needs assistance <u>put on</u> clean gloves and place the nappy in the nappy bin and then remove gloves																											
3	Encourage child or help child to sit on the toilet.																											
4	If required to collect soiled clothing <u>put on gloves</u> and place the soiled clothing in a plastic bag and seal closed. Place the plastic bag in the designated soiled clothes area (not accessible to children). Remove gloves.																											
5	When the child has finished, encourage them to wipe their bottom with toilet paper. If the child needs assistance to wipe their bottom, <u>put on clean gloves</u> and help the child.																											
6	Put toilet paper in the toilet and ask the child to flush the toilet or assist the child to do so.																											
7	Remove gloves by peeling them back from your wrists, turning them inside out as you go. Put gloves in bin.																											
8	Place a clean nappy on the child while they are standing. Talk to and interact with the child while putting on the nappy.																											
9	Encourage the child to put on their clothes. Help and assist with dressing the child if needed.																											
10	Encourage the child to wash their hands independently and wipe hands with hand towel																											
11	Place the towel in the basket for dirty items.																											
12	Wash your hands following hand washing procedure.																											
<b>Reference</b>	Nappy Changing Procedure is from <i>Staying Healthy in Childcare 5<sup>th</sup> Edition</i>																											
<b>Review</b>	<p>This procedure and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>This procedure is owned by: Preschool          Procedure Updated on: 19 December 2022          Version No. 1.0          Version approved by: GM, Service Quality, Risk and Compliance          This procedure can be viewed on: Sharepoint and Preschool Website</p> <p>Procedure due for review: 19 December 2024</p>																											