

Nappy Change with a Toileting Child Procedure

Preschool



Introduction	This procedure applies to all Learning Links staff. The term staff includes volunteers, students and contractors.	
Strategies	Step 1	Wash your hands.
	Step 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
	Step 3	Encourage child or help child to sit on the toilet.
	Step 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.
	Step 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.
	Step 6	Put toilet paper in the toilet and ask the child to flush the toilet or assist the child to do so.
	Step 7	Remove gloves by peeling them back from your wrists, turning them inside out as you go. Put gloves in bin.
	Step 8	Place a clean nappy on the child while they are standing. Talk to and interact with the child while putting on the nappy.
	Step 9	Encourage the child to put on their clothes. Help and assist with dressing the child if needed.
	Step 10	Encourage the child to wash their hands independently and wipe hands with hand towel
	Step 11	Place the towel in the basket for dirty items.
	Step 12	Wash your hands following hand washing procedure.
Reference	Nappy Changing Procedure is from <i>Staying Healthy in Childcare 5th Edition</i>	
Review	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.</p> <p>This procedure is owned by: Preschool</p> <p>Procedure Updated on: 19 December 2022 This version updated by: Director, Preschool 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>	