

## Policy statement

Providing support to children during toileting and nappy change procedures, 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. Our Service 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.

## Strategies and practices

- The *Nappy Change and Toileting Policy* is available to families upon enrolment and staff upon induction.
- The Service provides all of the resources needed to ensure effective and hygienic nappy changes occur. These include plastic nappy bags, nappies, wipes, and paper towel.
- Families of children in nappies will be required to supply the Service with a nappy cream of their choice that is clearly labelled with their child's name. Authorisation for educators to apply this cream is given by families in the enrolment record.
- Children's need for privacy during toileting, dressing and undressing times are respected at all times.
- Educators respond to toileting accidents calmly and positively, and encourage children in their efforts to become independent.
- Educators consult with parents to obtain information on each child's toilet training readiness and routine at home and implement these routines to ensure consistency between home and the Service.
- Parents are asked to provide sufficient underwear and spare clothing each day for children who are toilet training.
- Educators follow the correct Nappy Change and Toileting Procedures that are displayed in the nappy-change and toilet areas.
- Handwashing Posters are displayed in relevant areas of the Service, such as bathrooms, nappy change areas and food preparation and serving areas, including at children's eye level.
- Educators role model correct handwashing procedures to children, and intentionally teach them these procedures. They remind children to wash their hands every time they use the toilet and after every nappy change.
- Educators show/remind children how to flush the toilet.
- Older children can access the toilet independently as necessary; however, there is always an educator present in the bathroom with the children. Educators are alert to the signs of younger children needing toileting.
- Children's nappies are changed at scheduled intervals, as well as being checked at other times throughout the day, in order to minimise the development of nappy rash and to prevent discomfort.
- Each nappy change is recorded, and this information is readily available for families.
- Educators regularly check nappy change supplies and that the bathroom areas are clean.
- Educators receive training in correct nappy changing and toileting procedures, ensuring children are never left unattended on the change table, and the educator keeps one hand on the child at all times they are on the table.
- Educators ensure that soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access.

# NAPPY CHANGE & TOILETING POLICY



- Educators encourage mobile children to walk to the nappy change area and assist them to walk up the steps onto the nappy change bench. Where a child is not walking, educators will follow correct manual handling practices to lift and carry the child to the nappy change mat.

## References

- *Education and Care Services National Regulations*
- *Guide to the National Quality Framework*
- *Education and Care Services National Law*
- *Staying Healthy, Preventing infectious diseases in early childhood education and care services* (updated June 2013)
- Community Early Learning Australia – Sample Policies

## Policy review

The Service encourages staff and parents to be actively involved in the 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, where necessary, as part of the review to ensure the policy contents are consistent with current research and contemporary views on best practice.