



# TOILETING AND NAPPY CHANGE POLICY

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## Best Practice – Quality Area 2

### PURPOSE

This policy will provide guidelines for procedures to be implemented at Renown Kindergarten to ensure:

- effective toileting and nappy changing procedures are being undertaken
- the provision of an environment that is safe, clean and hygienic.

### POLICY STATEMENT

#### 1. VALUES

Staff at Renown Kindergarten will treat children with respect. Staff will endeavor to create a clean, hygienic environment and to ensure that the kindergartens toileting facilities are maintained in accordance with regulatory requirements.

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, teaching staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Renown Kindergarten, including during offsite excursions and activities.

#### 3. BACKGROUND AND LEGISLATION

##### Background

Renown Kindergarten's existing Hygiene Policy.

#### 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Family member:** in relation to a child, means:

- a parent, grandparent, brother, sister, uncle, aunt or cousin of the child, whether of the whole blood or half-blood, and whether that relationship arises by marriage (including a de facto relationship), by adoption or otherwise, or
- a relative of the child according to Aboriginal or Torres Strait Islander tradition, or
- a person with whom the child resides in a family-like relationship, or
- a person who is recognised in the child's community as having a familial role in respect of the child.

**Staff Member:** A current member of staff at Renown Kindergarten.

## **5. SOURCES AND RELATED POLICIES**

### **Sources**

Renown Kindergartens existing Hygiene Policy.

## **PROCEDURES**

- It is a recommendation that a child starting at Renown Kindergarten is toilet trained or is working towards being toilet trained.
- Parents of children who are not toilet trained are required to provide disposable nappies.
- Soiled nappies are disposed of in plastic bags in the outdoor bin inaccessible to children.
- Staff members wear gloves and wash hands after each individual nappy change to reduce the risk of cross infection.
- The nappy change area is washed with a disinfectant spray after each change.
- The change mat is washed and wiped down with disinfectant spray and paper towel after each change.
- Any nappy wipes for the nappy bench are for single use only and are disposed of appropriately inaccessible to children. They are disposed of in a plastic bag and placed into the outside bins.
- Cleaning wipes, gloves and tissues are to be kept on the change table or underneath in the locked cupboard and stocked up on a regular basis.
- Communicate with staff members and inform them that you are required to change a nappy or soiled child.
- When children are able, they are assisted and encouraged to manage their own toileting.
- If children are unable to change or clean themselves, staff may assist the child.
- Family members/Parents and guardians are to discuss with educators their child's stage of development, progress and needs in regards to their individual toileting awareness.

### **Toileting of children**

Staff will encourage children to:

- Manage their own toileting.
- Wash and dry their hands after using the toilet.
- Flush the toilet after use.
- Tell the staff if they have had a toileting accident.
- Family Members/Parents/Guardians of enrolled children who are not yet toilet trained will need to meet with staff members to discuss the needs of the child in regards to their toileting skills.

### **The Nominated Supervisor is responsible for:**

- ensuring that all teaching staff wear disposable gloves when changing nappies or dealing with other body fluids, and dispose of those gloves and soiled materials in a sealed container or plastic bag.

### **All staff are responsible for:**

- implementing and promoting correct hand washing and hygiene practices, as outlined in the kindergartens hygiene policy.
- maintaining the service in a clean and hygienic manner throughout the day, such as wiping the change table before changing a child.

*In terms of changing nappies for children, all staff are responsible for:*

- attending to the individual personal hygiene needs of each child as soon as is practicable
- changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures (refer to Attachment 1 – Sample nappy-changing and toileting guidelines)
- disposing of soiled nappies in a safe and hygienic manner in line with this policy.

*In terms of the toileting of children, all staff are responsible for:*

- ensuring soap and drying facilities such as individual hand towels are available at all times when children are in attendance at the service.
- ensuring children do not share the use of items related to personal care, such as hand towels for drying hands, toothbrushes and hairbrushes
- encouraging children to flush the toilet after use
- encouraging children to tell a staff member if they have had a toileting accident
- monitoring and maintaining toileting facilities in a safe, clean and hygienic manner while children are in attendance; this requires periodic checking of the bathroom area and a checklist which is displayed and checked off twice a day (**See Attachment 2**)
- respecting diverse styles of toileting children due to cultural or religious practices
- respecting the possible need to maintain privacy of toileting and dressing.

**Parents/guardians are responsible for:**

- meeting with staff members to discuss the needs of the child in regards to their toileting skills if they are not yet toilet trained.
- Informing staff about their child's stage of development, progress and needs in regards to their individual toileting awareness.
- encouraging their child/ren to develop and follow effective hygiene practices at all times, including hand washing after they have gone to the toilet.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

## **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## **ATTACHMENTS**

Attachment 1: Sample nappy-changing and toileting guidelines

Attachment 2: Clean bathroom checklist

## **Authorisation**

This policy was adopted by the Approved Provider of Renown Kindergarten on 28th February, 2018

**Review date: 28th February, 2020**

## **ATTACHMENT 1**

### **Sample nappy-changing and toileting guidelines**

#### **Suggested practices**

Ensure that the nappy change area is separate from food preparation and serving areas.

Ensure that hand washing and drying facilities are adjacent to the nappy change area.

Ensure that staff wear disposable gloves when changing nappies.

Display a waterproofed poster of the nappy-changing procedure in all nappy change areas (provide multi-lingual translations as relevant for the service).

Provide a nappy change mat or bench with an impervious, washable surface.

Ensure that a walking child walks to the nappy change area and provide steps for the child if a bench is used (refer to *Occupational Health and Safety Policy*).

#### **Procedures to consider if providing care for children under three years of age**

Have an adequate number of clean nappies stored within reach of the nappy change area.

Keep all nappy change solutions, wipes, soiled nappies and clothes in a place that is not accessible to children.

If using cloth nappies, use nappy covers where practicable. Ensure nappy covers are replaced at each nappy change. Wrap-around nappy covers are preferable as they avoid the spread of germs that can occur when nappy covers are pulled down over a child's legs and feet.

During outbreaks of diarrhoea, use disposable nappies rather than cloth nappies.

Where possible, staff who change nappies should not be involved in food preparation on the same day.

#### **Nappy changing for older children**

All children's personal hygiene needs must be attended to as soon as is practicable; therefore, if a child is not toilet trained or soils their underclothing, the service will need to ensure that appropriate facilities and supplies are provided for changing nappies/clothing in a safe and hygienic matter. It is not appropriate to leave a child in a wet or soiled nappy/clothing until the parent/guardian is available to attend to their child's personal hygiene. How and where these facilities are provided in a child care environment will depend on the space and layout of the bathroom area (refer to *Occupational Health and Safety Policy*).

Services are advised to consider implementing procedures that ensure that the requirements of the regulations are met while recognising an individual child's need for respect and privacy, hygiene, supervision and occupational health and safety requirements. Services are reminded that it is not acceptable to change a child's clothing or nappy in areas that are not licensed for such activities, such as the office, foyer, kitchen and adult/disabled toilets.

#### **Changing nappies**

Wear disposable gloves.

Ensure that the nappy changing area has been cleaned with disinfectant spray, and that the change of paper towel has been placed on the changing area prior to changing the nappy.

Ensure that all adults at the service who change children's nappies use their hands to hold the child away from their body as they carry them to the changing area. Wherever possible, children should be encouraged to walk to the change area.

Children should not be left alone during the entire time their nappy is being changed.

All soiled items of clothing should be removed from the child's body along with the nappy.

Extremely soiled nappies/clothing may need to have the contents tipped into the toilet.

Nappies must be placed into plastic bags or a lined rubbish bin (a hands-free lidded bin that is inaccessible to children is recommended).

Children should be cleaned with kinder supplied wipes and placed into a lined rubbish bin. The change sheet/paper should also be discarded immediately after the nappy change.

The adult must remove their gloves before touching the child's clean clothes or putting on a clean nappy, taking care not to let their skin touch the outer contaminated surface of the glove. Used gloves must be discarded in the bin along with other soiled items.

Dress the child and wash the child's hands.

The nappy change area must be cleaned immediately after each use with neutral detergent and warm water.

Adults involved in the nappy change process must ensure that their hands are washed and dried thoroughly after each change.