

## Orange Grove Public School Preschool

# Nappy Changing and Toilet Training Procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 5.1	<a href="#">Regulation 112</a> <a href="#">Regulation 77</a> <a href="#">Regulation 106</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>
<b>Rationale</b>		
To assist educators to support any children who may require nappy changing while at preschool. To maintain a positive and hygienic nappy change and toilet training process for children, families and staff.		
<b>Pre-reading and reference documents</b>		
<a href="#">Staying healthy in childcare (5<sup>th</sup> ed.)</a> , chapter 3.2: Hygienic nappy changing and toileting <a href="#">ACECQA Information Sheet: Toileting and Nappy changing principles and practices</a> <a href="#">Changing a nappy without spreading germs</a> (poster)		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> </ul> <p>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</p>	
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.</p> <ul style="list-style-type: none"> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated.</li> </ul>	

	developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<b>Preschool educators including K-6 staff, relief staff and casual staff</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, at least annually, or as required</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul> <p>analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</p>
<b>Procedure</b>	
<b>Collaborating with families</b>	<ul style="list-style-type: none"> <li>• Families are asked about their child's toileting needs during the transition interview prior to the start of the year the child begins in the preschool. Educators take note of the child's toileting needs and reflect on how to support the child during their time at preschool with the family during this meeting.</li> <li>• Families can continue to provide information about their child's toileting needs during the year through face-to-face discussions at drop off and pick up, and via email or messages to the preschool.</li> <li>• Educators will discuss with families about the words they use at home during nappy changes, as consistent language between home and care will help children to understand and learn more easily.</li> <li>• For children wearing nappies, families are asked to supply pull ups, wipes and plastic nappy disposal bags.</li> <li>• If these supplies are not provided, or run out, educators will contact the family via phone or face to face, if possible, to supply them.</li> <li>• If a child has a rash, educators will discuss with their family member in a discrete location about the preferred course of action. If cream needs to be applied, families will need to provide written consent on the preschool consent form.</li> <li>• Families supported to toilet train their child at home, if required, through discussion with educators about strategies used at home that can be maintained at preschool. Educators work with families to create a toileting plan in an IEP and regularly evaluate the plan with families based on the child's developing capacities.</li> </ul>
<b>Meeting the needs of children</b>	<ul style="list-style-type: none"> <li>• Depending on the needs of the child, nappy change will occur every 2 hours during the day, and in response to the child's cues.</li> </ul> <p>The nappy change routine is as follows, for children using pull ups;</p> <ol style="list-style-type: none"> <li>1. The educator provides a 2-minute prompt to the child that it is time to check their nappy soon.</li> <li>2. In this time, the educator will gather materials for a nappy change including nappies, wipes, plastic bags, gloves onto the cupboard in the children's bathroom.</li> <li>3. After 2 minutes the educator will encourage the child to walk to the bathroom. The educator will wash their hands following the hand washing procedure displayed in the staff kitchen.</li> <li>4. The educator will support the child to remove their shoes and clothes on the lower part of their body.</li> <li>5. The educator will put on disposable gloves.</li> </ol>

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|  | <ol style="list-style-type: none"><li>6. The educator or child will remove the nappy and the educator will wipe the child front to back using a wipe. In the case of a soiled nappy, the educator may encourage the child to bend their legs and lean forward to ensure all soiled matter can be cleaned away from their body.</li><li>7. The educator will place the used nappy and wipes into a plastic bag and then into the nappy bin. They will remove their gloves by peeling them back from the wrist and turning them inside out as they are removed and placing them in the bin.</li><li>8. The educator will assist the child to put on a new nappy and their clothes and shoes.</li><li>9. The child will wash their hands with soap in the children's bathroom. The child will then be encouraged to resume play.</li><li>10. The educator will wash their hands following the hand washing procedure displayed in the staff kitchen.</li><li>11. If required, the educator will wipe down and disinfect any surfaces that have come in contact with bodily fluids using disposable gloves and paper towel. They will dispose of the gloves and paper towel into the nappy bin and then wash their hands following the hand washing procedure displayed in the staff kitchen.</li></ol> <ul style="list-style-type: none"><li>• Where appropriate, educators will encourage the child to use the toilet during a nappy change and regularly remind them to use the toilet throughout the day. Educators will become familiar with and respond to children's toileting cues to align with this.</li><li>• Educators will support the child to begin to recognise when their nappy is wet or soiled and when they may need to use the toilet.</li><li>• Where children are toilet training, children will have an IEP with toileting independence as one of the goals. Specific strategies will be agreed upon and implemented to support children's toilet training as part of the IEP, such as specific routines and prompts.</li><li>• Educators will use visual prompts located near the toilets to support children to work towards this goal.</li><li>• Educators will remain close by and support a toilet training child to undress, wipe themselves, dress and wash their hands after finishing on the toilet. Educators will wear disposable gloves if the child needs direct support to wipe themselves.</li><li>• All educators are made aware of nappy change and toilet training procedures through the preschool induction, when they will be required to complete these procedures. If appropriate, the child's IEP will also be used to inform educators of specific procedures relating to the child.</li><li>• The processes for nappy changing and toilet training are displayed in the children's bathroom, where these procedures occur.</li><li>• The dignity and privacy of each child maintained during nappy changes and toilet training by discreetly notifying the child of upcoming nappy changes in advance, responding to the child's cues before and during the nappy change/toilet training process and empowering the child to become more independent in the nappy changing/toilet training process. Educators will not shame or embarrass children when they have had an accident or require support.</li><li>• Educators will ensure the nappy changing and toilet training are positive,</li></ul> |
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	<p>calm experiences for children, supporting them to develop an understanding and control of their own bodily functions by treating the nappy changing/toilet training process as a learning experience. Educators will interact with children, following the interactions with children procedures, during nappy change and toilet training.</p> <ul style="list-style-type: none"> <li>• Educators will support the children's need for privacy during toileting and/or dressing and undressing times, in response to the child's cues.</li> </ul>
<b>Safety and hygiene</b>	<ul style="list-style-type: none"> <li>• Disposable gloves should always be worn on both hands when changing nappies or providing a child support with toileting, to prevent the spread of germs in faeces and urine. Educators wear gloves only during the part of the nappy changing process when they may come in contact with faeces or urine. Once the child is clean educators remove their gloves so they will not touch the clean child with dirty gloves.</li> <li>• Wet wipes supplied by the family will be used to clean the child.</li> <li>• A nappy bin with a lid will be used to dispose of soiled and wet nappies, wipes and gloves. Educators will place these items into a plastic bag before placing them into the bin to prevent smells and the possibility of contamination of the children's bathroom area.</li> <li>• Children, especially girls, should be encouraged to wipe front to back, to reduce the chance of introducing bowel bacteria to the urinary tract.</li> <li>• After toileting, educators will help the child wash their hands or ask older children if they washed their hands. Educators regularly explain to children that washing their hands and drying them properly will stop germs that might make them ill.</li> <li>• Educators will always wash their own hands after helping children use the toilet.</li> <li>• If any bodily fluids come in contact with surfaces in the children's bathroom such as the toilet seat, floor or wall, educators will clean the surface with detergent and warm water and leave it to dry.</li> <li>• The nappy changing area is located in the children's bathroom. There is a fold down bench which is the height of a regular chair, to provide support for the child to lean on, if required.</li> <li>• The children's bathroom is cleaned daily by contract cleaners. Educators monitor the bathroom closely during the day to watch for accidents, water on the floor and other hazards. Educators respond immediately to address any hazards on the floor.</li> <li>• The nappy bin is maintained by a contracted external provider. This is removed weekly and cleaned.</li> </ul>
<b>Meeting the needs of the staff</b>	<ul style="list-style-type: none"> <li>• When a child is having their nappy changed, supervision of the group of children is maintained by another educator. This person is made aware that the nappy change is occurring so that they can adapt their supervision to include the whole group of children.</li> <li>• Preschool educators will share in supporting children with nappy changing and toilet training to ensure that they are all familiar with the</li> </ul>

	<p>needs of the child.</p> <ul style="list-style-type: none"> <li>• There are appropriate hand washing facilities in the vicinity of the change area, in the staff kitchen.</li> <li>• Nappy change and toilet training practices are displayed on the wall of the children's bathroom next to the place where children have their nappy changed and are supported to toilet train.</li> <li>• Wipes, nappies, gloves and bags are stored in the cupboard in the children's bathroom in easy reach of educators who are changing nappies or supporting toilet training.</li> </ul>
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Record of procedure's review
Date of review and who was involved
31/01/2023- Lauren Tinslay
Record of communication of significant changes to relevant stakeholders
31/01/2023- procedures draft communicated to Preschool staff and Principal (nominated supervisor)