

# NAPPY CHANGING and TOILETING POLICY

## 1. Objective

Annie Dennis Children's Centre (ADCC) will minimise the spread of disease and cross infection in the Centre by providing all staff members with clear procedures for nappy changing and toileting young children.

The procedures encourage practices which are:

- hygienic
- sensitive to the child's routine at home, and
- flexible to allow children's competencies to grow so that they can practice new skills in a supportive, unhurried environment.

## 2. Definitions

**Staff:** includes permanent, agency, casual, long and short term appointments

## 3. Nappy Changing Procedure

ADCC supplies all compostable nappies for babies and children at the Centre.

### 3.1 How to use compostable nappies

Staff will follow the steps to use compostable nappies:

Placing nappy on child-

- open the nappy
- attach the belt centred at the back of the nappy
- place and fit nappy to the child
- wrap any extra length of belt to itself

Removing nappy from child-

- unwrap the belt
- remove the soiled nappy and belt together (do not pull unwrapped belt from underneath the child)
- remove belt from nappy

When changing nappies, staff at ADCC will:

- **never** leave a child unattended on the change bench, there will always be one point of contact on the child's body
- use the change area set up with a designated washable change mat, gloves, wipes, nappies and rubbish bin
- encourage walking children to walk to the change area and up the steps provided, following the guidelines set in the centre manual: The Systems of Work Handbook
- only carry a child away from their body where there are faeces on the child and/or their clothing
- wear a new pair of gloves for each nappy change

- remove the child's nappy and any soiled clothing, placing any soiled clothes in a bag, tying the top firmly. (Soiled clothing will not be rinsed or washed, as this can spread germs.)
- clean the child's bottom using pre-moistened disposable wipes
- discard the used wipe in the bin designated for wipes/gloves and the compostable n in the bin designated for compostable nappies.
- place a clean nappy on the child
- remove gloves by peeling them back from the wrists and dispose of the gloves in the bin designated to wipes/gloves
- dress the child
- wash and dry the child's hands
- clean the change mat with warm soapy water, and
- wash their hands.

ADCC staff will use a range of practical strategies to support positive nappy changing and toileting experiences for children. These include:

- allowing children to take their time
- responding to children's cues allowing them to be active participants in the process
- using the correct terms for going to the toilet eg words used at home
- being sensitive to individual children's needs and styles, and tailor individual nappy change and toileting procedures to each child
- speaking respectfully to the children about what staff are doing.
- asking or reminding children about using the toilet
- being alert to signs that a child is uncomfortable
- being sensitive to any signs or communications that they need to use the toilet
- responding as quickly as possible when a child indicates to use the toilet
- focusing on the positive interaction with children during toileting and nappy changing eg give eye contact, sing songs, engage in
- discuss routines and preferred schedules with the child's parent.

#### **4. Toileting training**

Parents or guardians who wish their child to commence toilet training at the centre are encouraged to raise this matter with the child's early childhood educators. The staff and parents /guardians will together decide whether the child is ready and, if so, develop a plan. This is an aspect of the child's experience where mutual respect and open communication is crucial for a positive outcome. The decision to begin assisting the child to use the toilet will be based on signs of readiness and the child's willingness to start. When the child is ready, the process of learning to use the toilet is easy; it will be a process of supporting the child's learning. Staff will always support the children's efforts at being independent and only positive reinforcement will be used.

Parents will be asked to supply several changes of clothing and undergarments in case of accidents.

ADCC staff will:

- place any soiled clothes in a bag, tying the top firmly. (Soiled clothing will not be rinsed or washed, as this can spread germs.)
- assist the child to use the toilet
- assist the child to wash and dry their hands
- ask older children whether they have washed and dried their hands, and
- if the child is using a potty, empty the contents into the toilet and wash the potty.

The **Nappy and Toileting policy** is linked to the *National Early Years Learning Framework*.

Outcome 3: children have a strong sense of wellbeing

*Children take increasing responsibility for their own health and physical safety*

Outcome 4: children are confident and involved learners

*Children transfer and adapt what they have learned from one context to another*

**Date** Approved by the COM 16 February 2011

**Next review date** February 2013

**Reference:**

National Health and Medical Research Council (NHMRC), *Staying Healthy in Childcare* 4<sup>th</sup> Edition 2005

QIAS Factsheet #14- Positive Toileting and Nappy Changing [www.ncac.gov.au](http://www.ncac.gov.au)