

Quality Area 2: Children’s Health and Safety

Toileting & Nappy Change



Introduction

Supporting children’s hygiene through toileting, nappy changes and bathing is important for children’s health and development. The nappy changing, toileting and bathing procedure is an opportunity in the child’s day where interactions, guided by the Approved Learning Frameworks and NQS, are meaningful, warm and responsive and support children’s learning.

Consistent approaches between the home and the education and care environment allow children to gain confidence in their abilities and develop independence with their toileting skills. This consistent approach allows children to identify appropriate hygiene and toileting practices that will reduce the spread of infectious disease.

Goals – What are we going to do?

Kootingal & District Preschool will follow best practice guidelines for nappy changing and toileting to ensure the area is hygienic and to reduce the spread of infectious disease. The education and care 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.

Kootingal and District Preschool promote a training and personnel care program partnership with parents/guardians to help the child develop a healthy interest in and understanding of how to look after their own personal needs. Consistency allows children to identify appropriate hygiene and toileting practices that will reduce the risk of infectious disease. Toileting facilities and practices that ensure ease of access, good supervision and support for children will enable children to develop toileting skills within a safe and secure environment. Routine and self-help activities enable educators to promote children’s learning, meet individual needs and develop strong trusting relationships with children.

Strategies – To achieve our goals

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none">➤ Ensure that the Education and Care service has adequate toileting, washing and drying facilities that are developmentally and age appropriate. The location and design of these facilities must enable safe and convenient use by children, including children with additional needs.➤ Consider the age and number of children to ensure adequate numbers of toilets to support minimal delays in access.➤ Ensure that toilet areas are designed and maintained in a way that facilitates the supervision of children at all times having regard to children’s safety, dignity and rights.➤ Provide adequate and appropriate hygienic facilities for nappy changing

	<ul style="list-style-type: none"> ➤ Ensure nappy change facilities are designed and located in a way that prevents unsupervised access by children ➤ Ensure that adult hand washing facilities are located within the nappy change area ➤ Consider access to children’s hand washing facilities within the nappy change area ➤ Consult the Building Code of Australia for requirements concerning nappy change benches (centre-based services.) ➤ Ensure that the nappy change facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children.
Nominated Supervisor	<ul style="list-style-type: none"> ➤ Advise families on enrolment and when a child commences toilet training, to provide several changes of clothes each day. ➤ Ensure a risk assessment occurs prior to an excursion to check the availability and suitability of toileting facilities. ➤ Develop an information package on toilet training to be available to families. This will include information on positive toileting, the need for consistency and strategies to help make the toileting experience positive for both the family and the child. ➤ Develop and implement policies, procedures and training with educators to ensure nappy change procedures that support children’s safety, protection, relationships and learning. ➤ Develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location children cannot access.
Early Childhood Educators	<ul style="list-style-type: none"> ➤ Observe children for signs of toileting awareness. If a child is starting to show an interest in toileting, educators will consult with families and develop consistent strategies with the family for approaching the child’s toileting needs. These strategies will reflect the home environment and be culturally sensitive. ➤ Remind families that toileting accidents are common and both successful and unsuccessful toileting attempts need to be supported in a positive manner. ➤ Support children with soiled or wet clothing. Educators will put on gloves and assist the child to remove their clothing. Any waste will be placed in the toilet. All wet or soiled clothing will be placed into children’s wetbags or into disposable bags if required. The child’s name will be written on the bag, and it will be placed away from the children’s play spaces for collection by the family. ➤ Ensure the bathroom areas are clean and hygienic for the children to use. Toileting areas will be cleaned regularly during the day. Educators are responsible for spot cleaning the bathroom areas throughout the day. Cleaners will thoroughly clean the bathroom each evening. At all times of the day, educators will oversee the bathroom areas to ensure cleanliness and reduce the spread of infectious diseases. ➤ Encourage and positively guide children through the toileting process. Educators will verbally prompt children through the toileting process.

- Consider and seek to accommodate children’s individual needs for privacy while maintaining appropriate supervision.
- Develop management systems to ensure adequate supervision of children in bathroom areas and to assist children to complete toileting practices successfully and hygienically.
- Wear gloves at all times when assisting a child with toileting. They will encourage children to remove necessary clothing and assist with this process as needed.
- Make a step available to assist children to independently sit on a toilet, maintaining supervision throughout to ensure safety and provide support as required.
- Encourage children to use their developing self-help skills during toileting experiences.
- Provide visual aids in all bathrooms to assist the children with toileting procedures.
- Encourage children to use toilet paper and wipe from front to back. Educators will respectfully assist children as required during this process.
- Remind children to flush the toilet and replace clothing.
- Remove and dispose of gloves and wash hands using recommended practice after assisting children with toileting.
- Remind and assist children to wash their hands with soap and water while counting to ten slowly or singing a favorite song. Children will be encouraged to dry their hands using paper towel. Recycling bins will be provided for the children to dispose of the paper towel.
- Never force a child to sit on a toilet or leave a child in soiled or wet clothing. If a child is showing distress about using the toilet, educators will respect the child’s needs and emotions and implement alternative method of toileting in consultation with the family. Discuss children’s individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive
- Document nappy changes and provide information to families if requested regarding children’s nappy change patterns
- Utilize nappy change times to interact with children on an individual basis. The nappy change time will allow educators to converse, sing, play and generally interact with the child. This time allows educators and children to learn more about each other and understand each child’s personality and personal strengths
- Organize the nappy change area to promote positive interactions and promote positive learning experiences eg. place pictures or mobiles to stimulate children’s interactions and to encourage learning.
- Maintain effective supervision at all times by:
 - Fully supervising and maintaining physical contact with children throughout the nappy change experience. No child will be left alone on a nappy change mat.
 - Keeping nappy change areas fully stocked with all required materials at all times. Educators are responsible for maintaining the supplies to meet the

	<p>needs of individual children. Supplies will be readily accessible to staff to ensure efficiency and the health and safety of each child.</p> <ul style="list-style-type: none"> ➤ Encouraging mobile children to walk to the nappy change area. Educators will assist the child to walk up the steps onto the nappy change bench to reduce repetitive movements by educators and to promote children’s agency. Where a child is not walking, educators will follow manual handling practices to lift and carry the child to the nappy change mat. ➤ Practice effective hygiene by utilizing the ‘Staying Healthy in Child Care’ practices when changing a nappy to reduce the spread of infection. ➤ Nappy change bins will have a ‘hands-free’ lid. Nappy bins will be emptied once during the day if required and at the end of each day. This may need to be done more regularly if there are soiled nappies. ➤ Educators will clean nappy change mats and areas after each use. They will be thoroughly cleaned with vinegar and warm water or with pH Neutral detergent and water and paper towel once during the middle of the day and at the end of each day. ➤ Children’s nappies will be changed at scheduled intervals as determined by the Nominated Supervisor and educators. Nappies will also be checked throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes. (Standard 2.1.2).
Families	<ul style="list-style-type: none"> ➤ Ensure they have started the toileting training process prior to starting at preschool ➤ Ensure several changes of clothes are provided each day in case of toileting accidents ➤ Ensure enough nappies are provided for the child to have several changes throughout the day ➤ Notify educators of toileting procedure that occurs at home to ensure continuity in both environments.

Monitoring, Review and Evaluation

Management and staff will monitor and review the effectiveness of the Toileting policy regularly. Updated information will be incorporated as needed.

Emerging independence and self-help abilities are encouraged to promote children’s toileting skills. Educators support the children’s efforts and communicate with families to provide consistent, positive and sensitive strategies for promoting hygienic toileting practices.

Nappy change experiences are safe and hygienic. They are considerate of children’s diversity and family practices. Children’s learning and development is engaged by staff to ensure the experience is relaxing for both children and staff.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps. The service will review this policy annually.

Families and staff are essential stakeholders in the policy review process and will be given opportunities and encouragement to be actively involved.

In accordance with Regulation 172 of the *Education and Care Services National Regulations*, 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; a family’s ability to utilise the service; the fees charged or the way in which fees are collected.

Links to other policies

Dealing with Infectious Diseases

Excursion/Incursion

Cleaning and Maintaining the Environment

Hygiene and Infection Control

Interactions with Children

Supervision

Administration of Medication

Workplace health & Safety

Related Legislation:

NQS

Quality Area 2		Children’s health and safety
Standard	2.1	Health
Standard	2.1.1	Wellbeing and comfort
Element	2.1.2	Health practices and procedures
Standard	2.2	Safety
Element	2.2.1	Supervision
Element	2.2.2	Incident and emergency management
Element	2.2.3	Child protection
Quality Area 3		Physical environment
Standard	3.1	Design
Element	3.1.2	Upkeep
Standard	3.2	Use
Element	3.2.1	Inclusive environment

National Regulations

Reg	77	Health, hygiene and safe food practices
Reg	103	Premises, furniture and equipment to be safe, clean and in good repair
Reg	105	Furniture, materials and equipment
Reg	106	Laundry and hygiene facilities
Reg	109	Toileting and hygiene facilities
Reg	112	Nappy change facilities
Reg	115	Premises designed to facilitate supervision
Reg	120	Educators who are under 18 to be supervised
Reg	155	Interactions with children

Reg	156	Relationships in groups
Reg	168	Education and Care Services must have policies and procedures
Reg	170	Policies and procedures are to be followed

Sources:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations
- Guide to the National Quality Standard (3) ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.
- Staying Healthy in Child Care - Fourth Edition
- Australian Standard for storage and handling of hazardous chemicals and materials
- Health and Safety in Children's Centres: Model Policies and Practices (2nd Ed.)

Developed: 2015

Reviewed: Aug 16, Nov 18, Apr 22, May 23, May 24, Feb 26