

Nappy Change, Bathing & Toileting

Policy Statement

This policy acts to ensure that:

- Nappy change and toileting offer opportunities in the children's day for interactions that meaningful, warm and responsive and support children's learning
- Children's basic needs for comfort and happiness are provided through supportive and hygienic nappy changing and bathing
- Children's needs are met by providing support during toileting transitions
- Toileting is a relaxed, happy and social routine for children

Explanation

Many diseases are spread by faeces, urine or other body fluids. Educators and children in care are at about twice the usual risk of diarrhoeal infections and increased risk of hepatitis A, due to changing and handling of soiled nappies. Efficient changing and disposal of soiled nappies, significantly reduces the risk and spread of diseases transmitted by faeces and body fluids.

During their time with Four service a child may at some stage require a bath. With the ages of children in care ranging from birth to 13 years, it is important that the privacy and dignity of each child is respected, whilst ensuring the safety of the child is maintained.

Goals

- Follow best practice guidelines for nappy changing, toileting and bathing to ensure these areas are hygienic and to reduce the spread of infectious disease
- To make these experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting, meaningful and positive relationships

Strategies

Nappy Changing Practices

- Wash hands
- Place paper/paper towel on nappy change mat
- Put on gloves
- Remove the nappy and place in nappy bin or plastic bag
- Remove any soiled or wet clothing
- Clean the child's bottom
- Remove the paper/paper towel and put in bin or plastic bag

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- Remove gloves, peeling them back from the wrist and turning them inside out as they are removed
- Place gloves in the bin or plastic bag
- If a child requires specific cream, place clean paper under the child's bottom, put on clean gloves. Place a suitable amount of cream onto the glove and spread onto the child's bottom. Remove the paper towel and gloves and place them in the bin
- Place a clean nappy on the child
- Dress the child
- Wash and dry their hands, and your hands
- Return the child to the play area
- Clean the nappy change mat and area with detergent and warm water
- Dry with a clean paper towel
- Wash your hands

Supervision

- Fully supervising and maintaining physical contact with children throughout the nappy change and toileting experience, no child will be left alone on the change mat
- Keeping nappy change areas and toilets fully stocked with all required materials so that supplies are readily accessible to ensure efficiency and the health and safety of each child
- Remaining visible or within hearing distance of other children while changing a nappy or assisting a child with bathing or toileting
- Accompanying children who may need to use the bathroom if a parent is present and helping their child to toilet at the same time

Toileting Practices

- As part of the daily checks, ensure that the toileting facilities are safe and clean prior to the children accessing and using them, and restock any items such as toilet paper, soap and paper towel
- The toilet area and toilet seats will be monitored routinely to maintain hygiene and cleanliness
- All children will be actively supervised when accessing the toileting facilities
- For services that have toilets located away from the room, children will be escorted by an Educator to the toilet
- Regularly remind children to go to the toilet, especially the younger children in the group
- Encourage children to let you know when they are going to the toilet

- Children are allowed to take their time without pressure
- Consider and accommodate the specific health and hygiene needs of older children in care, giving consideration to protecting their dignity and respecting their right to privacy
- If children do not make it to the toilet in time, respect their right to privacy and maintain their dignity through discretion and support
- Encourage the children to change into dry clothes by themselves
- Offer assistance where requested
- Encourage children to follow the handwashing procedures as outlined in the Handwashing Policy to maintain a high level of hygiene practices
- Ensure accidents are treated with sensitivity and the child is supported while maintaining the child's dignity throughout the changing process
- Children will be encouraged to wipe their own bottom with help from the Educator wearing gloves
- Children will be guided to follow the process of wiping from front to back, flushing the toilet and washing and drying hands

Bathing

- Maintain a clean and sanitary environment, especially in areas where children are bathed
- Undertake the following procedure:
 - If the child is able to, ask them to get their spare clothes from their bag and go into the bathroom
 - Encourage the child to do as much as possible for themselves e.g. taking off shoes, putting wet or soiled clothes in a waterproof bag
 - Assist by guiding the child verbally to meet their personal care needs, support the child where required
 - Respect the child's privacy
 - Talk reassuringly to the child, explain what you are doing at each step
 - Wear gloves where appropriate, ensure you wash your hands
 - Place soiled clothing in a plastic bag and send home to be washed
- Following bathing:
 - Both child and educator to rinse hands well
 - Turn off the tap using paper towel
 - Dry well
 - Dispose of towels in an appropriately lined bin
 - Clean the bath and non-slip mat with warm water and detergent
 - Inform parents at pick up their child has been bathed

Additional Strategies

- Nappy Change Bins will have a “hands-free” lid or be a single use plastic bag that are disposed of after the nappy change.
- Nappy Bins will be located out of the children’s reach, in a child proof cupboard where possible
- Nappy Bins will be emptied regularly throughout the day
- Educators will clean the nappy change mats and areas after each use
- Change areas and mats will be thoroughly cleaned with warm water and paper towel, and left out in the sun in the middle of the day and at the end of each day
- Nappies will be checked throughout the day to ensure children are not susceptible to nappy rash and discomfort
- Children’s nappies will be changed at scheduled intervals throughout the day
- Nappy Change and handwashing procedures will be displayed in the nappy change area

Roles and Responsibilities

Nominated Supervisor and Coordinators

- Develop and implement policies, procedures and training with Educators to ensure nappy changing and toileting procedures support children’s safety, protection, relationships and learning
- Discuss each Family Day Care Educators’ nappy change and toileting set up to ensure the different home environments accommodate children’s needs
- Develop systems with Educators to ensure that soiled clothing and nappies are disposed of or stored in a location that children cannot access
- Support Educators with implementation and compliance during support visits
- Keep up to date with information about current hygiene practices in childcare services
- Provide resources to Educators on current advice from health authorities in regard to hygiene practices for nappy change and toileting routines in early education and care services

Educators

- Discuss children's individual needs with families to ensure practices are reflective of the home environment and culturally sensitive
- Educators to use a system to record information about nappy changes and toileting and provide information to families regarding children's nappy change patterns and toileting
- Organise the nappy change, bathing, and toileting areas to promote positive interactions and positive learning experiences
- Utilise 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
- Support children to take an emerging responsibility in their own self-help routines
- Ensure all children have access to toilet facilities at any time of the day to be used according to individual needs
- Be patient and encouraging, using positive language and warm interactions that are responsive to the child
- Role model the correct handwashing procedures
- Consider how the environment is designed and set up to be inclusive and promote competence, while maintaining a safe and hygienic environment
- Allow children to take their time without pressure
- Respond to children's cues and allow them to be active participants in the process
- Where possible use the correct terms for going to the toilet ask families what words they use at home
- Be sensitive to individual children's needs and styles and tailoring individual nappy change and toileting procedures to each child
- Prompt children by asking or reminding them about using the toilet
- Take advantage of every opportunity for a focused, positive interaction with children during toileting, bathing, and nappy changing times
- Always be positive about learning to use the toilet so that your encouragement is reinforced in your language and actions
- Be respectful and sensitive to children's dignity and rights to privacy
- Encourage mobile children to walk to the nappy change area

- Administer medication, such as nappy creams, ensuring it is in its original container with dispensing labels attached. The label should list the child as the prescribed person, the strength of drug and the frequency it is to be given. This applies to all medications, regardless of whether they are non-prescription medications. Educators will keep a record of all medication administered.
- Educators will practice effective hygiene by utilising the “Staying Healthy in Child Care (5th Edition)” practices when changing a nappy to reduce the spread of infection

Families

- Support their children to use the toilet by:
 - Sending their child in underpants, rather than pull ups
 - Send extra clothes for their child, especially pants and underwear
 - Send their child in comfortable clothes that are easy to pull down and up
 - Share relevant information with educators, including any practices at home that can be supported in the environment

Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

LINKS TO:

- **Education & Care Services National Law**
Section 167
- **Education & Care Services National Regulations**
77, 106, 109, 112, 168, 169, 170
- **National Quality Standards/Elements:**
1.1.3, 2.1, 2.2, 3.1, 5.1.1, 5.1.2 7.1
- **Child Safe Standards**
1, 2, 3, 4, 5, 6, 7, 8, 9, 10

SOURCES

- Education and Care Services National Regulations - December 2021
- Education and care Services National Law - January 2022
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations - October 2017
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- Staying Healthy in Childcare 5th Edition
- ACEQCA Toileting and Nappy Changing Principles and Practices

LINKS TO OTHER POLICIES:

- Administration of
- Administration of Medication
- Child-Safe Environment
- Handwashing
- Staff Code of Conduct
- WH&S