

Acorn Child Care Centres

Policies and Procedures



2.3 Nappy Change and Toileting

Background

The immune systems of babies and young children are still developing. In early education and care services where nappy change and toileting take place on shared facilities, children can be at risk of exposure to infection and cross-infection if correct hygiene principles are not followed diligently at all times. Nappy change and toileting times are also moments where educators have the opportunity to develop children's self-esteem and to deepen relationships with the children.

Policy statement

This Policy recognises the importance of: correct hygiene principles in minimising the spread of disease during nappy changing and toileting; close co-operation with parents to ensure that toilet training and toileting are positive experiences for the children equally at home and at the Service; and, a calm, positive and affirming response to toileting accidents.

Strategies and practices

- Children's need for privacy during toileting, dressing and undressing times are respected at all times. QA 2.1.2
- Educators use nappy changing as an opportunity for one-on-one interaction (e.g. talking, singing) with the child. QA 1.1.1, 1.1.3
- Educators respond to toileting accidents calmly and positively, and encourage children in their efforts to become independent. QA 2.1.2
- Educators consult with the parents to obtain information on each child's toilet training readiness and routine at home and implement these routines to ensure consistency between home and the Service. These details are documented in the child's portfolio. QA 2.1.2
- Parents are asked to provide sufficient nappies for infants and underwear for toddlers each day. A fee will be charged if spare nappies are supplied by the centre. QA 2.1.2
- Nappy rash cream is provided by the centre and used on children as required.
- The Nappy Change Procedure and the Toileting Procedure are displayed in the nappy-change and toilet areas, respectively. QA 2.1.3
- Educators follow the correct Nappy Change Procedure and the Toileting Procedure. QA 4.2.1
- Educators change children's nappies at least every two hours unless the child is asleep.
- The Handwashing Poster – NHMRC is displayed in relevant areas of the Service, such as bathrooms, nappy change areas and food preparation and serving areas. QA 2.1.3
- Educators model correct handwashing procedures to children, and intentionally teach them these procedures. They remind children to wash their hands every time after toileting. QA 2.1.3

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- Educators show/remind children how to flush the toilet. QA 2.1.3
- Older children can access the toilet at will. Educators are alert to the signs of younger children needing toileting. QA 2.1.2
- Infant nappy changes are recorded on the Nappy Change Chart – Infants and toddlers changes are recorded on the Nappy Change Chart – Toddlers. This information is made available to parents each day, and the charts are filed for future reference. QA 2.1.2
- Educators ensure infants and toddlers in nappies always wear clothing over the nappies to minimise any risk of spreading infection. QA 2.1.3
- Educators regularly check that the toilet areas are clean, toilets are flushed and ensure that the dispensers have sufficient toilet paper and soap. QA 2.1.3
- Educators receive training in correct nappy changing and toileting procedures, and the topic is an agenda item in team meetings yearly. QA 7.2.2
- Toilets and bathrooms are cleaned thoroughly each evening by staff. QA 3.1.2
- Bathroom floors are mopped daily with a disinfectant-cleaner or as required. QA 3.1.2
- Changing mats are cleaned with useall then disinfectant with wipeout at the end of each round of nappies. QA 3.1.2
- Staff wear gloves when assisting children with toileting. QA 2.1.3

Additional safe practices for babies

- Babies are never left unattended on the change table, and the educator keeps one hand on the baby at all times the baby is on the table. QA 2.3.1

Responsibilities of parents

- To supply the Service with sufficient nappies/underwear each day for their infant or toddler.
- To note if parent supplies cloth nappies a wet bag and or wet bucket with lid, must also be supplied and changed daily.
- To provide the Service with information about their child's toilet training readiness and routine at home to educators to ensure consistency between home and the Service.

Links to other policies

- Enrolment and Orientation Policy
- Handwashing Policy
- Interactions with Families Policy

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Sources, Further reading and useful websites

- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.
- National Health and Medical Research Council. (n.d.). *Changing a nappy without spreading germs*. http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch43poster2.pdf
accessed 24 November 2013
- National Health and Medical Research Council. (n.d.). *Handwashing*. http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch43poster1.pdf
accessed 24 November 2013
- Mundy, L. (2010). *Toilet Training* http://ncac.acecqa.gov.au/family-resources/factsheets/Toilet_training.pdf accessed 24 November 2013
- National Health and Medical Research Council – <http://www.nhmrc.gov.au/>
- NCAC. (2010). *Factsheet for Families: Toilet Training in Childcare*. http://ncac.acecqa.gov.au/educator-resources/pcf-articles/FF_Toilet_training_in_childcare_Sept10.pdf accessed 24 November 2013
- NCAC. *A matter of respect: Recognising young children’s right to privacy*. http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Recognising_chns_right_to_privacy_Sept10.pdf accessed 24 November 2013
- Queensland Health – <http://www.health.qld.gov.au/>
- The Royal Children’s Hospital – <http://www.rch.org.au/home/>

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