



## **Toileting and Nappy Changing Procedure**

### **Children need:**

- A safe, enjoyable nappy changing / toileting routine experience.
- Positive reassurance and guidance in the learning of toileting self help skills.

### **Parents need:**

- To communicate their child's changing needs to the service
- Know that their child's individual needs are met by the service
- Parents of children who are not toilet trained need to supply the centre with a minimum of 5 nappies each visit, they also need to supply nappy wipes, nappy sacks and any creams if required (recommended by a doctor)
- Parents are to supply at least two changes of clothes and underwear

### **Staff need:**

- Knowledge of safe and appropriate practices
- Knowledge of children's individual needs
- See the nappy changing time as an opportunity for verbal interaction to encourage emotional attachment and language development

### **Management need:**

- To be informed of any issues in relation to nappy changing that may impact on the management of the service

### **Hampstead Preschool will implement this by:**

- Nappies will be changed at snack / mealtimes or when they become soiled
- Clean clothes and spare nappies are available in emergencies
- At our Preschool we understand that children are confident to use the toilet at different ages and we will endeavour to work in partnership with parents/ caregivers when this occurs
- Parents of children who are not toilet trained need to supply the centre with a minimum of 5 nappies each visit, they also need to supply nappy wipes, nappy sacks and any creams if required (recommended by a doctor)
- When a toileting program has been implemented, we believe putting the child in and out of nappies is confusing. Young children will be encouraged to use the toilet and positive reinforcement will be used
- Staff will communicate with parents/caregivers regarding their child's toilet use and keep daily records of children whose nappies have been changed

### **Nappy Changing Routine:**

1. Check to make sure that the supplies you need are ready, e.g. Nappy wipes, clean clothing, gloves, disinfectant & paper towels.
2. Assist children who can climb to move up onto the change area using the steps. For children who cannot climb, observe safe handling practices.
3. Always wear gloves when changing a nappy.

4. Place any soiled clothing into a sealed plastic bag.
5. Remove nappy.
6. Clean child's bottom with a nappy wipe.
7. Remove gloves by peeling them back from your wrists over the nappy and dispose of it in bin. Do not let your skin touch the outer contaminated surface of the gloves.
8. Put on clean nappy and dress child.
9. Remove the child from the bench, either lifting off the infant or encouraging a walking child to climb down the stairs.
10. Clean the change mat with disinfectant & paper towels
11. Wash the child's hands and your hands
12. Record the time of change on the toileting sheet.

**Toileting Routine:**

1. Always wear gloves when assisting a child on a toilet
2. Assist the child in undoing clothing and getting on the toilet seat if necessary (children are encouraged to do this independently)
3. Assist the child in wiping their bottom, if necessary
4. Assist the child to flush the toilet.
5. Remove gloves and dispose of them in the bin
6. Assist child in putting clothes back on
7. Wash child's hands
8. Wash your hands thoroughly
9. Record toileting details on toileting sheet.

**Legislation:**

Education and Care Services National Law Act 2011

Education and Care Services regulations 2011 (amended 2013)

**References and useful websites:**

[www.cyh.com.au](http://www.cyh.com.au)

[www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

[www.parenting.sa.gov.au](http://www.parenting.sa.gov.au)

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