

Nappy Change Procedure

Rationale

While the majority of children enrolling in preschool are toilet trained, a number of children of preschool age are not yet developmentally ready. Kalangadoo Kindergarten promotes the inclusion of all children, including those with health care needs. Most children's toileting needs can be managed by the site practices outlined below. The duty of care for children is our priority along with respect for family's beliefs and home practices.

Site procedures and practices:

- It is suggested that all families provide their child with a change of clothes in case of accidents, toileting or otherwise. It is quite common for preschool children to have toileting accidents and they are often happier to change into familiar clothes that they identify as their own. We keep a supply of spare clothes for emergencies.
- Staff will support children to change in a manner that provides privacy, minimises anxiety and encourages independence.
- DECD policy advises that it is not essential to have two people present although at times it may be necessary. Staff will endeavour to inform another staff member should they need to change a child and will try to do so within hearing of other staff. This is for the protection and safety of all concerned.
- Some children who enrol in preschool are not toilet trained and may require some support in this area. It is important that this information is provided to the preschool when the child is enrolled in order for staff to plan appropriate support.
- Toileting support involves reminding a child to use the toilet or supporting the child to independently use the toilet. We expect families to teach children how to pull down/up their own pants, how to wipe their own bottom, how to flush the toilet etc. We will also support children to build their self-help skills and independence. Please ensure that children are dressed in easy to manage clothing if they require toileting support.
- Staff may be able to support a toilet training program, but they are unable to take full responsibility for toilet training, as this is a family responsibility. Specific toilet training strategies may need to be recommended by a health professional with a focus of developing the children's independence and reflective of preschool educators roles and responsibilities.
- Families are responsible for providing all aids and equipment their child may need. (eg. Nappies, pull-ups, wipes) and spare clothes (including underpants).
- The kindergarten will supply the resources needed for staff to complete their duties (eg. Gloves, hand wash, changing facilities, nappy bags.)
- Children wearing pull ups need to be in a fresh pull-up when they arrive at kindergarten. If they soil or become noticeably wet and/or uncomfortable, staff will change the child according to the practices outlined above.
- Children with pull-ups or nappies will be checked by staff at mealtimes and when necessary.
- Wet or soiled clothing will be sent home for washing. Used nappies will be disposed of by the kindergarten. Nappy sacks will be provided for soiled underwear etc.
- If a child requires support that is additional or different to the practices and procedures outlined above, then an individual continence plan may be needed in consultation with your child's doctor or other health professionals. Please speak to the director for further information and support with this process.

Changing of children procedure

1. Disinfect change area or place down disposable mat
2. Gather child's bag
3. Apply gloves
4. Carefully assist child onto change area
5. Remove soiled nappy/ clothes. Ensure child is clean using wipes
6. Bag soiled clothes/ nappy in separate bags
7. Remove and dispose of gloves, nappy and change mat
8. Wash own hands and child's hands
9. Dress child or support child to dress themselves with clean hands
10. Dispose of disposable goods in red bin outside
11. Disinfect change area
12. Wash hands

Ensure that parents are informed at the end of the day.