

TOILETING AND CHANGING PROCEDURE

Rationale

The purpose of this procedure is to ensure that all educators practice consistent, safe and hygienic toileting and nappy changing procedures. Educators aim to cater to individual children's toileting and nappy changing needs in a positive and age appropriate manner. Effective steps are taken to control the spread of infectious disease.

Child wearing nappies/pull ups

The procedure for children in nappies or pull ups is as follows:

- support child onto changing table e.g. to climb steps
- educator to wear gloves
- remove soiled clothes and nappy
- clean child with wipes
- replace with clean nappy and clothes
- support child down steps and to wash hands
- double bag nappy/underwear/soiled clothes
- put nappy in bin by change table
- soiled clothes put into child's bag
- clean and disinfect change table
- educator to wash own hands
- record on "Changing Children" chart

Child wearing underwear

The procedure for children in underwear is as follows:

- under the supervision of educator encourage independence while child change clothes
- clean child with wipes
- place soiled clothes in named plastic bag and placed into bag
- talk children through dressing themselves, helping where necessary
- child to wash hands
- mop area if needed
- Educator to wash own hands
- Record in duplicate book and place copy in child's bag

Continence planning

When required, educators and parents will develop a continence plan where children need additional support with toileting – see Attachment 1. This plan outlines the child's needs and the supports to be provided.

ROLES AND RESPONSIBILITIES

Educators will:

- Provide a safe and positive changing and toileting experience
- Ensure children's dignity and privacy are respected
- Provide positive reassurance and guidance to encourage the learning of toileting self-help skills
- Implement the Continence Plan when in place
- Follow required hygiene and infection control procedures
- Communicate with families regarding changing and toileting as required

Parents will:

- Communicate their child's changing and toileting needs
- Supply nappies, pull ups or underwear for their child
- Supply a change of clothes
- Contribute to the development of a Continence Plan as required

REFERENCES

National Quality Standard Quality Area 2.1

Early Years Learning Framework Outcome 3 – Children increasingly take responsibility for their own health and physical wellbeing

[Staying Healthy in Childcare](#), 5th Edition

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