

# **Salisbury Kindergarten**

## **Toileting and Nappy Changing Policy and Procedure**

### **Statement of Intent - Toileting**

We promote independent toileting for all children who have reached this stage.

### **Our toileting procedure is as follows:**

Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs. Educators will:

- encourage parents to bring along clean supplies of clothes - easy for the child to pull down and up themselves - limit fasteners
- encourage and assist the child to sit on the toilet at intervals throughout the day
- Educators will help the child to remove their clothing if needed
- encourage the child to be independent in their toileting habits and provide assistance as and when needed
- help the child to wipe themselves, encouraging them to wipe from front to back
- encourage the child to flush the toilet
- encourage and assist the child to wash their hands, then dry their hands with paper towel and dispose in the bin.

If the child has soiled or wet their clothing, Educators will

- Clean and dry the child
- Assist the child to change their clothing as needed
- Encourage and assist the child to wash and dry their hands
- Place any wet or soiled clothes in a plastic bag and place in the child's bag
- Remove and dispose of gloves and wash and dry your hands.
- Complete 'Changing Children' form and 'change of clothing' notice and place in child's bag

### **Statement of Intent - Nappy changing**

It is our aim to ensure that children are kept clean and comfortable by being changed and checked on a regular basis. Parents/carers of children not yet completely toilet trained are required to provide sufficient disposable nappies and wipes for each day.

### **Nappy changing procedure:**

- Children who are soiled will be changed immediately.
- Gloves will be worn by Educators.
- Assist the child to use the steps to get onto the change table
- Wet/soiled nappies will be removed and the child cleaned with baby wipes (unless aware of allergy)
- Changing mat will be washed with detergent and warm water and left to air dry.
- Soiled nappies, used wipes and gloves will be disposed of
- Hands will be washed thoroughly following recommended hand washing procedures.