

## Toileting and changing children procedure

### Child wearing nappies/pull ups:

#### Staff will:

- Support children onto the changing table via helping them to climb the steps if they are old enough, or by placing them on the change table using appropriate WHS standards if they are unable to use the steps.
- Use appropriate hygiene methods such as; wearing gloves while changing child, wash hands afterwards and clean and disinfect the change table surface.
- After removing soiled clothes and/or nappy, staff will clean the child with wipes and replace nappy/clothes with clean items sourced from the child's bag
- Support child down the steps and help them with the hand washing procedures
- Dispose of soiled nappy in appropriate nappy disposal bin and place wet/soiled clothes in a plastic bag or soiled clothes bag if provided by parents
- Record nappy change in book and place a copy in the child's bag

### Child wearing underwear:

#### Staff will:

- Encourage independence while the child changes their own clothes
- Clean child with wipes if needed
- Place soiled clothes in plastic bag or soiled clothes bag if provided by parents
- Help child to dress themselves if needed
- Support child to wash their hands using appropriate hand washing procedures
- Mop area if needed
- Follow appropriate hygiene and hand washing procedures

NQS 3.1.1

Reviewed by:

Governing council chairperson:

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Date:

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