

## **NAPPY CHANGE AND TOILETING POLICY**

Best Practice- Quality Area 2

### **PURPOSE**

This policy provides a clear set of guidelines and procedures for Eureka Community Kindergarten Association Inc (ECKA). to:

Provide positive experiences for children during toileting and nappy changing and ensure they are performed in a hygienic and safe manner. Inform educators and other adults working in the service about the correct procedure as recommended by recognised health authorities.

### **POLICY STATEMENT**

Eureka Community Kindergarten Association Inc (ECKA).:

- is committed to the rights of all children to feel safe, and be safe at all times
- values, respects and cares for children
- fosters opportunities for each child to participate, express their views and to learn and develop
- always acts in the best interests of each child
- takes all reasonable steps to ensure the health, safety and wellbeing of children at all times, whilst also promoting their learning and development

### **RATIONALE**

The risk of the spread of bodily fluids and other communicable diseases is increased when educators change a child's nappy. For this reason, educators must act to protect themselves, the child and others from the spread of infection.

*"Nappy changing and toileting rituals are also valuable opportunities to promote children's learning, meet individual needs and to develop strong relationships with children. Having their needs met in a caring and responsive way builds children's sense of trust and security—which relates strongly to the Early Years Learning Framework."*

*"The use of disposable nappies is strongly encouraged in education and care services. This is because disposable nappies are less likely to spread germs into the environment<sup>15</sup> because they are less prone to 'leaking' than cloth nappies and can be disposed of immediately."*

### **SCOPE**

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, students on placement, parents/guardians, children and others attending the programs and activities of Eureka Community Kindergarten Association Inc (ECKA), including during offsite excursions and activities

## **IMPLEMENTATION**

### **The Approved Provider will:**

- Provide adequate and appropriate hygienic facilities for nappy changing
- Ensure nappy change facilities are designed and located in a way that prevents unsupervised access by children which is compliant with National Regulations and Health and Safety Standards
- Ensure that adult and children's hand washing facilities are located within the nappy change area
- Consult the Building Code of Australia for requirements concerning nappy change benches (Centre-based services.)
- Ensure that the nappy change facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children
- Ensure nappy change bins have a 'hands-free' lid
- Ensure nappy bins are located out of children's reach, or are child-proof to prevent access by children
- Ensure Nappy change procedure remains compliant and up to date.

### **Nominated Supervisors and Educators will:**

- Educators will ensure that supervision of children at all times, including during toileting and nappy change is maintained based on children's age and development and having regard to children's dignity and rights. While changing a child's nappy or assisting with toileting educators must also ensure an adequate level of supervision is maintained for other children in the group. All children should be in sight and/or hearing of an educator at all times.
- Educators must ensure that routines and facilities allow for the supervision of children in outdoor and indoor areas, including supervision of nappy changing/toileting and should ensure that these routine activities promote positive interactions and learning experiences.
- Children's nappies are to be checked regularly throughout the day and in particular after routine times such as meals and sleeps. Educators should be sensitive to children's individual needs in relation to nappy changing.
- Educators must ensure nappy change times are positive, relaxed experiences and take the opportunity to interact one-on-one with children, using songs, rhymes etc. Educators should advise children that they are going to change their nappy prior to doing so to prepare them.
- Nappy-changing and toileting routines are to be adapted to meet the individual child's routines and should take into account the needs of children and families.
- Children's needs for privacy during toileting and/or dressing and undressing times should be respected.
- Educators are to record details nappy changes for sharing with families upon collection where this is appropriate for the child's age and development and in instances where it is requested by families. Where a child is checked, but not changed, this should also be recorded.
- Educators and other adults working with children must always wear gloves when changing nappies and dealing with toileting accidents.
- Change table liners/paper should be used on change mats – this is to be discarded with the old nappy and gloves, prior to the new nappy and clothes being put on.
- After each change the mat should be cleaned using paper towel with an approved sanitiser, detergent and warm water or a detergent-based product. Discard the paper towel after each use.

- It is recommended to have at least two nappy change surfaces for each day as an additional way to prevent the spread of disease. A waterproof sheet over the change mat can be the morning surface; this can be removed for the afternoon.
- At the end of each day the nappy change area including the mat, bench tops, bin, soap and paper towel dispensers and other surfaces touched throughout the day should be cleaned using an approved sanitiser, detergent-based product and a paper towel. Discard the paper towel.
- Nappy change mats must be free from cracks, holes and other defeats in the surface which may allow germs to survive.
- Damaged mats must be reported for replacing immediately to the Nominated Supervisor for immediate replacement.
- Educators should ensure that all of the required equipment is available and within reach prior to beginning the nappy change ritual.
- Educators should position themselves directly in front of the child and have all items needed in close proximity so that they reduce unnecessary bending, twisting or stretching.
- Older children should use nappy change steps or similar devices to assist in reaching the mat. This will reduce back strain for adults lifting older children. Educators must supervise this closely and must be holding the child's hand at all times.
- Steps or other devices used in nappy change areas must not be available to children to use unsupervised.

### **NHMRC Procedure for Nappy Changing**

Educators must follow the nappy change procedure based on the NHMRC "Staying Healthy Edition 5". The NHMRC poster should be displayed in each nappy change location.

#### **Preparation**

- 1. Wash your hands**
2. Place paper on the change table- ensure wipes and plastic bags are in reach.
3. Put disposable gloves on both hands

#### **Changing**

4. Remove the child's nappy and put in a hands-free lidded bin. Place any soiled clothes in a plastic bag
5. Clean the child's bottom using appropriate wipes or soap and water as necessary.
6. Remove the paper and put it in a hands-free lidded bin
7. Remove your gloves and put them in the bin
8. Place a clean nappy on the child
9. Dress the child
10. Take the child away from the change table

#### **11. Wash your hands and the child's hands**

#### **Cleaning**

12. Clean the change table with an approved sanitiser then with detergent and water, then rinse and dry

#### **13. Wash your hands**

Record on nappy chart, communication folder/book or other means so that information can be shared with families

### **IMPORTANT NOTES:**

- **The person changing the nappy should wash their hands three times during the entire procedure: before they start, after changing the nappy and after cleaning the change table.**
- **Educators must NEVER leave a child unattended on a change table. Educators must at all times have secure control of children on change tables to prevent a fall. Children are prone to**

**wiggling and moving and educators must be able to react quickly and safely to any sudden movements.**

- **A parent may provide a nappy rash cream or powder for use on their child. Parents must provide signed written request/permission for staff to apply any creams or powders and include any specific instructions on the use and application.**

### **Managing Cloth nappies**

- While disposable nappies are preferred due to the reduced risk of leakage, educators will work with families to meet their individual preferences while still maintaining health and hygiene practices.
- If a family provides cloth nappies for their child's use, ensure the parent also provides 'plastic pants' to help prevent faeces, and therefore germs, from leaking. Wearing clothing over plastic pants also reduces the number of germs from the bowel being transferred to surfaces in the centre. It is recommended that the nappy and the plastic pants to be covered with clothing at all times.
- Educators should ensure families are aware that cloth nappies with urine and/or faeces will not be washed at the centre. Educators should use a sluice were available to reduce excess faeces. Soiled/wet nappies are to be placed into a secure nappy bucket and laundered at home.
- Families need to supply a nappy bucket for their individual child's cloth nappies to be sent home to be laundered.
- Nappy buckets must be stored out of the reach of children at all times.

### **Toilet-training**

- Families must supply several changes of clothing for children especially when toilet training. Spare clothes will also be available at the service if needed.
- Educators should;
  - Assist the child to change and clean with wipes of warm soap and water if needed.
  - Place soiled clothes in a plastic bag, tying the top firmly and place in a secure soiled items container for families to take home at the end of the day. Soiled clothes will not be rinsed or washed at the centre. (Explain to families that washing soiled clothes at the centre can spread germs.) Use a sluice to remove excess faeces where possible prior to sealing in bag.
  - Always keep the soiled-items container out of reach of children.
  - Help the child use the toilet.
  - Help the child wash and dry their hands. Ask older children if they washed and dried their hands.
  - Explain to the child that washing their hands and drying them properly will stop germs that might make them sick.
- Using a potty chair increases the risk of spreading disease. If the child can use a toilet this is preferable.
- If the child uses a potty, empty the contents into the toilet and wash the chair. Do not wash it in a sink used for washing hands.
- Educators should be patient, supportive and respectful with children who are toilet training, there are bound to be accidents and educators should respond with respect
- Children, especially girls, should be encouraged to wipe front to back, to reduce the chance of introducing bowel bacteria to the urinary tract.

## COMMUNICATION AND CONSULTATION

- Families will be advised of toileting and nappy change details dependent on the age and needs of the child and those requested by the family.
- Educators will be provided with the NHMRC Nappy Change Poster upon employment.
- The NHMRC nappy change procedure will be displayed in all locations where toileting and nappy changing occurs. The handwashing poster will also be located in these areas.
- Educators and Families will have access to this policy at all times.
- Educators and families will be provided with opportunities to be involved in the review of this policy.

## RELATED POLICIES

- Hygiene policy
- Code of Conduct Policy
- Inclusion and Equity Policy
- Interactions with Children Policy
- Privacy and Confidentiality Policy
- Staffing Policy
- Supervision of Children Policy

## SOURCES:

- *"5<sup>th</sup> Edition Staying Healthy Preventing Infectious Diseases in Early Childhood Education and Care Services"* Australian Government National Health and Medical Research Council 2012 (updated June 2013)  
<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>
- *"Nappy Change" Poster* - National Health and Medical Research Council (updated June 2013)
- [https://www.acecqa.gov.au/sites/default/files/2018-04/QA2\\_EffectiveToiletingand%20NappyChanging%20Procedure.pdf](https://www.acecqa.gov.au/sites/default/files/2018-04/QA2_EffectiveToiletingand%20NappyChanging%20Procedure.pdf)
- *"Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011"* Australian Children's Education and Care Quality Authority (Feb 2017)
- *"Guide to the National Quality Standard"*, Australian Children's Education and Care Quality Authority
- *Purchasing of Change table paper* eg. <https://www.teaching.com.au/product/AUS001>

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Australian Children's  
Education & Care  
Quality Authority

## QUALITY AREA 2

# TOILETING AND NAPPY CHANGING PRINCIPLES AND PRACTICES

Safe and hygienic practices ensure children experience toileting and nappy changing that supports their health and well-being. Appropriate, respectful procedures and practices can promote learning and capacity building.

“Children’s developing resilience and their ability to take increasing responsibility for self-help and basic health routines promote a sense of independence and confidence.”

(Early Years Learning Framework, p.30 / Framework for School Age Care, p.30)



## LINKS TO THE NATIONAL QUALITY FRAMEWORK

Toileting and nappy changing policies and procedures in education and care services should be reflective of health, hygiene and safety guidelines from recognised authorities.

They should also be guided by the principles, practices and outcomes of the approved learning frameworks and the National Quality Standard.

Ensuring toileting and nappy change routines are conducted in ways that maintain hygiene standards, with interactions that are warm and responsive and support children's learning links back to many quality areas. More directly under Quality Area 1, Quality Area 2 and Quality Area 5 of the NQS in particular:

**Element 1.1.3:** All aspects of the program, including routines, are organised in ways that maximise opportunities for each child.

**Standard 2.1** Each child's health and physical activity is supported and promoted.

**Element 5.1.1** Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.

**Element 5.1.2** The dignity and rights of every child are maintained.

In outside school hours care (OSHC) services, educators also need to be mindful to ensure appropriate facilities and procedures are in place for all children including children with additional needs.

Consideration needs to be given to:

- privacy (for older children)
- health and hygiene
- convenient access.

## NAPPY CHANGING AND TOILETING ROUTINES

In addition to meeting children's physical needs, nappy changing and toilet training is an important time to:

- support children's agency to develop an understanding and control of their own bodily functions
- give children your full attention and build respectful, trusting and caring relationships
- interact with children using verbal and nonverbal communication
- build children's understanding of what is happening now and promote their ability to predict what will happen next in the routine
- help children to develop and extend their self-help skills.

## PRACTICES AND PROCEDURES

### Health and hygiene

Supporting children's health and safety by ensuring that practices at your service are hygienic is essential. You can find information on best practices for minimising the spread of infectious diseases in *Staying Healthy: Preventing infectious diseases in early childhood education and care services* at [www.nhmrc.gov.au](http://www.nhmrc.gov.au).

### Safety

Children should feel safe and comfortable and be appropriately supervised. We also need to consider how the environment is designed and set up to be inclusive and promote competence, while maintaining a safe and hygienic environment.

In OSHC services, children's toilets may often be located away from the main premises of the service. While you need to be aware of children's safety, it does not necessarily mean accompanying every child. Educators need to make decisions based on their knowledge of individual children and their abilities.

Educators are encouraged to undertake a risk assessment and identify appropriate risks while balancing children's privacy. Consideration should also be given to the safe storage of cleaning products and ensure suitable access to all of the resources needed for nappy changing and/ or toileting.

## SUPPORTIVE PRACTICES

There are a range of practical strategies to support children's positive nappy changing and toileting experiences. These include:

- allowing children to take their time, avoiding pressuring them
- responding to children's cues and allowing them to be active participants in the process
- where possible, using the correct terms for going to the toilet - ask families what words they use at home, as consistent language between home and care will help children to understand and learn more easily
- being sensitive to individual children's needs and styles, and tailoring individual nappy change and toileting procedures to each child
- prompting children by asking or reminding them about using the toilet
- taking full advantage of every opportunity for a focused, positive interaction with children during toileting and nappy change times, however brief these might be
- always being positive about toilet training so that your encouragement is reinforced in your language and actions
- being respectful and sensitive to children's dignity and rights to privacy (r 155 Education and Care Services National Regulations).

## COLLABORATING WITH FAMILIES

It is important to remember that to build supportive respectful relationships with families we need to support their parenting role and respect their values and beliefs.

### Consistency

Maintaining consistency between home and a service has the potential to make the process of toilet training easier for children.

It is important there is consistency in practice and communication between and with all educators.

### Communication

Working with families to pick up on readiness cues will maximise children's chances for success. This is an opportunity to discuss cultural practices and beliefs and how they align with service policies and procedures.

Educators might encourage families to provide children with clothes that assist them to toilet independently, for example, elastic waisted pants that are easy to pull up and down.

### Documentation

Consider effective ways to record information about nappy changing and toileting that is tailored to what sort of information families are seeking. An important consideration is how educators are documenting and planning for children's learning and development around routines.

## EFFECTIVE POLICIES AND PROCEDURES

Effective, written policies that reflect recommended hygiene, safety and infection control practices should underpin the service's procedures.

To ensure that all stakeholders' voices are acknowledged, policies and procedures need to be developed and reviewed in consultation with children, families, management and educators. They should also reflect ways the service aims to support and include children with additional needs.

While your service should respect the practices used at home, the hygiene and safety practices used in the service should be consistent with recommendations from recognised authorities.

The procedures should also clearly set the expectations for the interactions which can occur between children and educators during nappy changing and toileting times. Displaying nappy changing and toileting procedures in the toileting and/ or nappy changing areas will help to ensure a consistent approach.

## Consider the following questions when developing or reviewing your service's nappy change and toileting procedures.

Do the procedures:

- identify the role of the adult?
- explain how children are supervised?
- reflect recommended hygiene and safety practices?
- promote children's self-help skills and independence?
- meet children's individual needs?
- ensure children's privacy and dignity?
- explain how to manage a toileting accident?
- outline the process of disposing of, storing and laundering of wet/soiled materials?
- incorporate children's home toileting language and/or practices?
- explain how to clean nappy change and toileting areas?
- outline the child's role, for example, flushing the toilet, and independently undressing/ dressing and hand washing.

## WHAT TO CONSIDER FOR ASSESSMENT AND RATING

Authorised officers may look for and discuss a range of different interactions and situations which demonstrate that educators are supporting children's wellbeing while maintaining hygienic practices. They might also look for how this is reinforced through the service's policies and the educational program.

Observing:

- educators and children implementing appropriate hygiene practices in relation to hand washing, toileting, nappy changing and cleaning of equipment
- relaxed, positive nappy-changing and toileting routines that are adapted to suit individual needs
- children being supported sensitively and positively when they are learning to use the toilet.

Discussing with educators about:

- how educators work with families to support children's toilet learning
- how services access information on current practice.

Sighting:

- nappy change and toileting procedures displayed
- information about correct hand-washing procedures.

## REFERENCES AND RESOURCES

Early Childhood Australia Code of Ethics at [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

United Nations Convention on the Rights of the Child at [www.unicef.org.au](http://www.unicef.org.au)

Staying Healthy Preventing infectious diseases in early childhood education and care services at [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

Guide to the National Quality Framework at [acecqa.gov.au](http://acecqa.gov.au)

More information is available on the ACECQA website [acecqa.gov.au](http://acecqa.gov.au)

The information in this publication was adapted from a National Childcare Accreditation Council resource.



# Changing a nappy without spreading germs

STAYING HEALTHY | 5TH EDITION | 2013



## nappy change procedure

### Preparation

- 1 Wash your hands
- 2 Place paper on the change table
- 3 Put disposable gloves on both hands

### Changing

- 4 Remove the child's nappy and put any disposable nappy in a hands-free lidded bin  
Place any soiled clothes (including any cloth nappy) in a plastic bag
- 5 Clean the child's bottom
- 6 Remove the paper and put it in a hands-free lidded bin
- 7 Remove your gloves and put them in the bin
- 8 Place a clean nappy on the child
- 9 Dress the child
- 10 Take the child away from the change table
- 11 Wash your hands and the child's hands

### Cleaning

- 12 After each nappy change, clean the change table with detergent and water, then rinse and dry
- 13 Wash your hands

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WORKING TO BUILD A HEALTHY AUSTRALIA