



3.14 Independent Toileting & Nappy Changes

Purpose

To provide a policy for independent toileting and nappy changes for children at John Street. This procedure exists to assist staff to apply best practices to the changing of a child's nappy in their care and to ensure that illness does not spread through proper hygiene practices.

Objective

To ensure that children's nappy changing, and toileting are pleasant and hygienic experiences. Everyone working at John Street must be aware and able to instruct relievers on our nappy changing procedures as it happens all day throughout the centre.

Definitions

Disposable refers to disposable nappies that the parents provide from home for their children.

Cloth Nappy refers to the white cloth nappies service that we provide parent with if they would like.

Wet Cloth refers to the cloth nappies used to clean the children bottoms.

Pilcher refers to the covering needed when a child is in a cloth nappy.

Gloves refers to covering for hands, always used when changing a soiled nappy and when changing wet nappy if the person desires.

Warmed Soapy Water refers to the cleaning product used to wipe down the change mat after the child nappy has been changed.

Blue Chux refers to what we use to wipe down the change mat after the child nappy has been changed.

Nappy Bin refers to the bin where only the used white cloth nappies are placed.

Steps refers to the steps hidden under the bench and used for children that can walk to climb to get onto the change mat area.

Scope of Policy

This policy applies to all Educators, volunteers, students, children and families of John Street.

Policy Statement

In addition to meeting children's physical needs, nappy changing and toileting are an important time to have one-to-one interactions that build trusting and caring relationships. During these routines Educators engage in simple play activities with children, such as singing, saying rhymes and doing finger

plays, and build children's understanding of what is happening and promote their ability to predict what will happen next in the routine. Throughout the process, Educators at John Street help children begin to develop and extend their self-help skills such as hand washing and dressing and encourage them to recognise the feelings of achievement and satisfaction that come with these.

To promote health, safety and wellbeing during nappy changes and toileting, John Street ensures that developmentally and age appropriate toilets, hand washing facilities and products are easily accessible to children, and Educators encourage children's efforts to develop independence with toileting awareness, readiness and behavior.

Procedures

Cloth & Disposable Nappies

A nappy wash service is used by John Street and supplies cloth nappies.

- When children require a change of nappy, they will be changed out of their own nappy and placed into one belonging to John Street.
- The child's home nappy will be securely tied into a wet bag and placed inside their bag to be sent home. Soiled disposable nappies will be placed directly into the rubbish bin.
- At the end of the day, children will be changed into one of their own home nappies to go home in.
- If a family prefers that their child remain in disposable nappies throughout the day, they must provide an adequate supply to last the day. Disposable nappies are regarded as hazardous waste, which we endeavor to keep at a minimum.
- Where the use of disposable nappies is preferred:
 - Used wet nappies will be sealed in a wet bag and placed in the child's bag for disposal by parents at home.
 - Used soiled disposable nappies will be disposed of at John Street as it is a health risk to leave these nappies within the children's bags throughout the day.

Nappy change procedure

John Street provides adequate hygienic facilities for nappy changing with a properly constructed nappy change table and hand cleansing facilities for the Educators that are immediately accessible. This area is designed and maintained in a way that prevents unsupervised access for children.

- Nappy changing will be done only in the nappy change area.
- The nappy change area will be stocked with gloves, paper towels, wet cloth nappy, fresh nappies, clean clothes, rubbish bin with sealed lid lined with plastic.
- The nappy change area will have nappy change procedures on display.
- After each nappy change the child's and Educator's hands will be cleaned and sanitized as per John Street's nappy changing health and safety procedures.

- The nappy change procedure will be displayed in the nappy change area.

In the best interest of Occupational Health & Safety, Educators will:

- Ensure all supplies needed to change the nappy are readily available and close by.
- Use disposable gloves when changing a soiled nappy.
- Use their discretion in choosing to use disposable gloves when changing a wet nappy.
- Guide and encourage older children to use steps/ladders provided to climb up onto change-mats. This will further independence skills and is in accordance with Manual Handling lifting procedures.
- Dispose of nappy immediately in the nappy bin (for soiled nappies only).
- Use cloth as bottom wipes to wipe baby's bottom. Dispose into cloth nappy bin.
- Put on a clean nappy then remove child from change mat. Use steps where possible.
- Remove gloves that are worn and dispose of into the rubbish bin.
- Sanitise change mat with warmed soapy water and wipe over with blue chux.
- Wash hands after nappy routine is finalized, even if gloves were used.
- Never, under any circumstances, leave a child unattended on a nappy change table. Ensure that your hand remains in contact with the child at all times during the process.
- Use this time as an opportunity to enjoy friendly interaction with the child. A positive and accepting approach to nappy changes allows for personal individual attention and is an opportunity for the child and caregiver to talk, sing and play.
- Ensure routines are structured so that nappy changes are evenly distributed between Educators in the room.
- Children are encouraged and supported to wash their hands after nappy changes.

The following procedures are on display in the nappy change area:

Changing a Wet Nappy	<ol style="list-style-type: none"> 1. On the way to the change mat collect the child's clean nappy and place it near the change mat. If the child can walk use the steps under the change table to get them onto the change mat, pulling the steps out from under the bench. If a child is learning to independently toilet but still requires a nappy, a clean nappy can be put on while the child is standing, if easier for staff. 2. Once it is known that it is a wet nappy begin by removing necessary outer wear needed to change the nappy. 3. Put on gloves if you deem it necessary. 4. Remove wet nappy. If a cloth nappy, put in nappy bin under sink and if disposable put in
-----------------------------	--

	<p>wet bag and tie loosely until the final nappy change at the end of the day.</p> <ol style="list-style-type: none"> 5. Clean the child's bottom with a warm wet cloth if necessary, remove glove if you are using them (to prevent cross contamination), then place the new nappy under the child and apply any nappy cream required using fresh gloves to do so, remove gloves after applying cream. 6. Once you have finished changing the child's nappy, finish dressing them and wash the child's hand if necessary 7. Clean the change mat with warmed soapy water and dry with blue chux, then put the towel in washing slip and gloves rubbish bin and wash your own hands with soap and place the child's wet nappy in their locker.
<p>Changing a Soiled Nappy</p>	<ol style="list-style-type: none"> 1. On the way to the change mat collect the child's clean nappy and place it near the change mat. If the child can walk use the steps under the change table to get them onto the change mat, pulling the steps out from under the bench. 2. Once it is known that it is a soiled nappy begin by removing necessary outer wear needed to change the nappy. 3. Put on gloves and place a clean cloth nappy or paper towel under the child's bottom 4. Remove soiled nappy. If it's a cloth nappy, put in nappy bin under sink and if disposable wrap in the gloves being used or put in plastic bag and loosely tie the knot in the bag as later you will need to put the gloves you used into the same bag. 5. Clean the child's bottom with a warm wet cloth making sure that all faeces has been removed from the child's bottom, place the used wet cloth and the cloth used under the child in the nappy bin, remove gloves (to prevent cross contamination) and place in plastic bag with soiled nappy, place the new nappy under the child and apply any nappy cream if required, using fresh gloves to do so, remove gloves after applying cream. 6. Once you have finished changing the child's nappy dress them and wash the child's hands if necessary. 7. Clean the change mat with warmed soapy water and dry with blue chux, into the provided washing slip rubbish bin and wash your own hands with soap.
<p>Maintaining of Warmed Soapy Water throughout the Day</p>	<ol style="list-style-type: none"> 1. Hot water is placed in the bottle with detergent by room staff. This should be done in the morning and completely emptied at end of the day 2. The bottles are then placed in a container containing hot water in the sink keeping accessible to staff only, the hot water in the container that is holding the bottles must be changed regularly by staff doing nappies or the bottles can be emptied, and fresh hot/warm water added at every change.

Independent Toileting

Toilet training is usually commenced when the child indicates signs of readiness. Before 18 months old, children do not have enough neuro-muscular control to allow training to take place and most children are older before they understand and gain independent toileting skills.

Toilet training is an individualised process which is guided by the child. The child has to be physically, neurologically and psychologically ready. It is the child who will show the signs of readiness and interest, and it is the Educator's role in consultation with families to guide their behaviour.

The following checklist is observed at John Street to determine a child's toileting awareness:

- ✓ The child begins to be interested in the toilet or the potty
- ✓ The child begins to be aware their nappy is wet and TELLS you when they have a wet nappy.
- ✓ The child tells you they ARE wetting.
- ✓ The child tells you they are ABOUT to wet.
- ✓ The child tells you in time to be put on the potty or toilet.
- ✓ The child is able to pull their own pants down to go to the toilet.

Educators will work in cooperation with parents to achieve a successful outcome. An abundant supply of patience and underpants are required and clothing that is easy for the child to take off and put on, such as tracksuit pants, is helpful.

- Educators will approach the topic of readiness with the family.
- Educators will discuss with the families the relevant languages/words used for toileting at home, and ask regarding any cultural aspects that may apply.
- Families will be advised to bring extra changes of clothes, including shoes and socks. All wet or soiled clothing is to be rinsed and put into a wet bag then returned to the child's locker/bag to go home.
- A relaxed approach to toileting is undertaken, children and families are not rushed, and children are able to move through the process at their own pace.
- Families are offered written material regarding toileting.
- A child's toilet awareness is discussed with families prior to children being encouraged to use the potty or toilet at John Street, and prior to offering spare underpants.
- Children are invited to the toilet, if they are not ready a suggested timeframe is given, e.g.: "when you have finished your drawing it will be time to go to the toilet".
- Children are never forced to use the toilet or potty.
- Educators share in the joy of successes, but never make a big deal of accidents.
- Educators support children in following through appropriate hygiene to accompany toileting, ie: wiping from front to back, washing hands.
- No photos are taken whilst children are on the potty/toilet.

- The progress of a child’s toilet training alone does not determine their readiness to move into the next group.
- Educators will show patience as toddlers often have toileting accidents.

Supporting independent toileting of children

Educators will encourage children to toilet at regular intervals throughout the day.

- Educators will monitor children’s use of toileting facilities.
- Educators will encourage children to flush the toilet after use, and to tell an Educator if they have had a toileting accident.
- Educators will ensure children wash their hands after using the toilet.
- Educators will assist children with toileting as required, ensuring they use gloves and wash hands afterwards.

Responsibility

It is the responsibility of all Educators at John Street to implement this policy.

Legislative Provisions

Education and Care Services National Law Act 2010(Vic) – Section 3(2)(a); 167; 179; 189

Education and Care services National Regulations 2011:

<i>r.77</i>	<i>Health, hygiene and safe food practices</i>
<i>r.89</i>	<i>First Aid Kits</i>
<i>r.90</i>	<i>Medical Conditions Policy</i>
<i>r.93</i>	<i>Administration of Medication</i>
<i>r.95</i>	<i>Procedures for administration of medication</i>
<i>r.106</i>	<i>Laundry and hygiene facilities</i>
<i>r.109</i>	<i>Toilet and hygiene facilities</i>
<i>r.110</i>	<i>Ventilation and natural light</i>
<i>r.112</i>	<i>Nappy change facilities</i>
<i>r.115</i>	<i>Premises designed to facilitate supervision</i>

National Quality Standard for Early Childhood Education and Care & School Age Care

<i>Standard 2.1</i>	<i>Each child’s health and physical activity is supported and promoted</i>
<i>Element 2.1.2</i>	<i>Effective illness and injury management and hygiene practices are promoted and implemented.</i>
<i>Element 2.2.1</i>	<i>At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.</i>
<i>Standard 3.1</i>	<i>The design of the facilities is appropriate for the operation of a service</i>
<i>Element 3.1.1</i>	<i>Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.</i>
<i>Element 3.1.2</i>	<i>Premises, furniture and equipment are safe, clean and well maintained</i>

Background Legislation

<i>Occupational Health & Safety Act 2004</i>	<i>Providing a safe environment</i>
<i>Public Health & Wellbeing Regulations 2009</i>	<i>Hygiene practices</i>

Sources

Raising Children Network. *Toilet Training* Retrieved August 2018 from
http://raisingchildren.net.au/articles/toilet_training.html/context/554

Raising Children's Network, *Nappies: cloth nappies and disposable nappies*,
http://raisingchildren.net.au/articles/choosing_nappies.html

Related John Street Policies, Procedures and Guidelines

<i>Policies</i>	<i>Dealing with Illness & Infection; Accidents, Illness, Trauma & the Administration of First Aid</i>
<i>Appendices</i>	<i>Simplified Nappy Change Routine Room Poster</i>

Authorisation & Review

This policy is hereby approved by the John Street Board:

Date approved: 13 DEC 2018

Signed: 

Print name: CHRIS CONNOLLY

Role: BOARD CHAIR

