

TITLE:	NAPPY CHANGING / TOILET TRAINING
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Related documentation	
Policy/policies	Dealing with infectious diseases Assessment and approval and reassessment of Educator's premises
Regulation/s/ Standards	National Regulations 77, 88 NQS 2.1.2 and 3.1.2
Other procedures	Supervision, Workplace health and safety (Educators)
References:	Infection control, Handwashing Staying Healthy in Child Care 5 th Ed 2012
Date effective	August 2021
Date for review	August 2023
Purpose	To protect the health of children, the Educator and their family by reducing the occurrence of cross contamination and exposure to illnesses which can be transmitted through urine and faeces.
Responsibility	Educators, Educator Assistants, Relief Educators and staff

Key information:

- All interactions during nappy changing/toilet training should be positive for the child, reflecting the EYLF principle of establishing secure, respectful, reciprocal relationships.
- The Educator must fully supervise and maintain physical contact with the child throughout the nappy change experience. No child should be left alone on the nappy change mat.
- The Coordination Unit recommends the use of disposable nappies but if a parent chooses to provide cloth nappies they will also need to provide plastic pants to prevent leaking and adequate clothing to cover the nappy and plastic pants. Cloth nappies and soiled clothing will not be rinsed at the Educator's premises, they will be bagged and sent home (infection control measure).
- Store bags of soiled clothes in the laundry for parents to collect.
- The nappy mat must be cleaned between each nappy change and paper barrier and gloves must be changed each time.
- Toilets with steps to assist access are preferred. Potties increase the chance of spreading disease as they need to be emptied and cleaned.
- A nappy change chart must be displayed in nappy change area.

Procedures: Nappy changing

Before

- Use a stable nappy change table or an area set aside from food preparation or play areas.

- Ensure no child is left alone on a nappy change mat or table
- The nappy change mat needs to be in good condition as germs can survive in cracks seams and creases
- Ensure supplies i.e. gloves, clean paper towel, disposable wipes and nappy disposal bags are accessible.
- Place a disposable paper barrier on the change mat.
- Put clean disposable gloves on both hands.

During

- Discuss the need for a nappy change with the child. Use correct vocabulary to describe words associated with nappy changing and toileting.
- Remove the child's clothing and nappy. Put the nappy in a bag. Bag any clothing that is soiled.
- Clean and dry the child's bottom. Remove the paper barrier and the gloves (peeling them back from the wrists and turning them inside out as they are removed).
- Place these in the bag and dispose of the bag in a lidded bin (preferably a pedal bin that is hands free).
- Put the clean nappy on and redress the child. Wash the child's hands.
- The dignity and need for privacy for each child is respected.

After

- Take the child away from the change table/area.
- Clean the table and /or mat with detergent and warm water or antibacterial wipes.
- Wash your hands.

Toileting training

Before

- Discuss the child's readiness for toilet training and toilet hygiene procedures with their parents
- Allowing children to be active participants in the process and encouraging them to help where it is age appropriate.
- Ask parents to supply several changes of clothing each day the child attends.

During

- Always wear gloves to assist the child to use the toilet and to remove soiled clothes.
- Securely bag soiled clothes to be sent home to be washed.
- Remove the gloves, peeling them back from the wrist
- Ensure all interactions are positive

After

- Help the child to wash and dry their hands and wash your own hands
- Explain to the child that washing and drying their hands will stop germs.

Educators using Harmony program can record the child's nappy change information for families