

**Armidale and District Family Day Care**

**NAPPY CHANGING / TOILET TRAINING PROCEDURE**

<b>Related documentation</b>	
<b>Policy/policies</b>	Assessment and approval and reassessment of Educator's premises  Dealing with infectious diseases and handwashing
<b>Regulation/s/ Standards</b>	National Regulations 77, 88  NQS 2.1.2 and 3.1.2
<b>Other procedures</b>	Supervision, Workplace health and safety (Educators)
<b>References:</b>	Infection control, Handwashing  Staying healthy in childcare 6th edition  <a href="https://cleanclothnappies.com/single-wash-protocol/">https://cleanclothnappies.com/single-wash-protocol/</a>
<b>Date effective</b>	September 2024
<b>Date for review</b>	September 2026
<b>Purpose</b>	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.
<b>Responsibility</b>	Educators, Educator Assistants, Relief Educators and staff

## **Key information:**

This procedure is developed in consideration with the service philosophy and Educators philosophies, as well as the inclusion of all family's practices and values. It is designed to ensure all nappy changing/toilet training is performed in a safe, hygienic manner while following the correct procedure as recommended by health authorities.

- 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 adequate clothing to cover the nappy. 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 at the conclusion of each nappy change, and a new mat barrier must be used each time. Gloves are recommended.
- Toilets with steps to assist access are preferred.
- Potties increase the chance of spreading disease as they need to be emptied and cleaned, potties should only be used within the toilet area. It is recommended that families provide a potty for their child. It must be clean and sanitised before use. It must be provided in a plastic/waterproof bag, for safe handling. Wearing gloves is recommended when handling potties.
- The child's privacy rights and dignity need to be considered at all times.
- Educators using Harmony program can record the child's nappy change information for families.
- A nappy change procedure must be displayed in the nappy change area.

## **Procedure**

### **Before:**

- Use a stable nappy change table or a mat, positioned to maintain dignity and allow for supervision of the other children. This should also be away from food preparation 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 you have supplies ready; clean nappy and additional clothing, gloves, hand sanitiser, paper towel or clean cloth change mat barrier, disposable or cloth wipes, plastic or waterproof bag, cleaning cloth and detergent spray. ***(All reusable nappy products refer to sanitise method below)***.
- Place a barrier on the change mat, this may include paper towel or reusable cloths, making sure you use a clean cloth for each nappy change. ***(All reusable nappy products refer to sanitise method below)***.

### **During:**

- Wash or sanitise your hands even if you are wearing gloves. ***It is recommended to put on disposable gloves to help prevent contact with body fluids.***
- Discuss the need for a nappy change with the child. Use correct vocabulary to describe words associated with nappy changing and toileting.
- If the child can walk, encourage them to walk to the changing area. If the child cannot walk, carry them to the changing area. If steps are available, guide the child to climb onto the changing mat area.
- Place the child on the lined change mat and unfasten nappy.
- Remove the child's clothing and nappy. Put the nappy in a waterproof bag and bag any other clothing that is soiled.
- Clean the child's bottom, always wipe front to back.
  - ~ For disposable nappies place dirty disposable wipes in the nappy, remove the nappy from the child and put it in a waterproof bag. Place bag in lidded bin.
  - ~ For cloth nappies put the disposable liner and wipes in the designated laundry bin. Put the nappy in a waterproof bag and place in a sealed container for that child.
- Remove the paper or reusable barrier and place in the designated bin.
- Remove gloves if used, dispose of them in lidded bin, ensuring not to touch the clean child with dirty gloves. (peeling them back from the wrists and turning them inside out as they are removed).
- Wash/dry or sanitise hands, ensuring you stay close to the child to keep the child safe from falling.
- If the child requires nappy cream, follow AFDC's Administering Medication Procedure, put on a clean disposable glove (if using), apply cream, remove glove and dispose of it.
- Wash/dry or sanitise hands.
- Put the clean nappy on and redress the child.
- Wash and dry your hands and the child's hands before placing them back into a supervised area.

### **After:**

- After every nappy change, clean the nappy change surface. If body fluids have met the surface, cleaning and disinfecting will be required.
- Wash and dry your hands.
- Hands must be washed and dried after disposal of nappies into outdoor bins.

**Throughout the procedure you must NEVER leave the child unattended.**

### **Toilet training**

#### **Before:**

- Discuss the child's readiness for toilet training and toilet hygiene procedures with their parents.
- Encourage children to be active participants in the process and help where it is age appropriate.

- Ask parents to supply several changes of clothing each day the child attends.

**During:**

- It is recommended you wear gloves to assist the child in using 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 and dry your own hands.
- Explain to the child that washing and drying their hands will stop germs from spreading that can make us unwell.

**Recommended Sanitise Methods for Reusable Nappy Products**

- Load washing machine. Add standard dose of preferred washing detergent.
- Choose 1 of the following sanitising methods:

<p><b>1. Bleach Sanitise Method*</b></p> <ul style="list-style-type: none"> <li>• Set the wash temperature to 60°C (hot or very hot in a top loader). Start the machine.</li> <li>• Select a long or heavily soiled cycle.</li> <li>• Dilute 110mL of 4% chlorine bleach in at least 220mL of water.</li> <li>• Wait for the detergent to be washed down the drawer and add chlorine bleach via the detergent drawer (approximately 10 minutes into the cycle)</li> <li>• Continue the cycle as normal.</li> <li>• Optional add an extra rinse at end of cycle (not required)</li> </ul> <p><b>* colourfast items only</b></p>	<p><b>2. Heat Sanitise Method*</b></p> <ul style="list-style-type: none"> <li>• Set the wash temperature to 90/95°C.</li> <li>• Select a long or heavily soiled cycle. ('Cottons' on LG 7kg front loader)</li> <li>• Start machine and run cycle as normal.</li> </ul> <p><b>*Not suitable for PUL or elastics</b></p>
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- Dry - hang on clothesline.

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