



Toileting and Nappy Change Procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 77 (2)	Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy
2.1.2	Regulation 112	
5.1.1	Regulation 115	
	Regulation 155	
Pre-reading and reference documents		
https://www.education.gov.au/early-years-learning-framework-0 https://www.nhmrc.gov.au/guidelines-publications/ch55 https://www.acecqa.gov.au/sites/default/files/2018-04/QA2-ActiveSupervisionEnsuringSafetyAndPromotingLearning_1.pdf		
Related procedure		
Preschool dealing with infectious diseases procedure		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	



<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure’s review are documented.
<p>Procedure</p>	
<p>Toileting</p>	<ul style="list-style-type: none"> • Families communicate their child’s toileting skills at their meet and greet meeting. This information can guide further support for parents and teaching practice in the classroom. • All preschool children will enter the preschool with various levels of toileting competence. When a child begins their preschool program, preschool educators will observe and support the child if and when required to use the bathroom effectively. Support will involve direct supervision in the bathroom until such a time as the child can manage tasks independently. • Preschool educators will guide children in safe and hygienic practices. As individual children gain more skills, direct supervision can be given when; asked for, when multiple children access the bathroom together and by the supervising teacher who monitors all children’s bathroom use and provides support where needed. • Preschool educators will follow all health and hygiene practices whilst supervising children in their bathroom. <ul style="list-style-type: none"> • Use single use gloves to wipe bottoms. • Use paper towel to wipe down bathroom surfaces and spills on the floor • Wash hands with soapy water after activity in the bathroom
<p>Nappy Changing</p>	<ul style="list-style-type: none"> • Put on gloves (single use) and place clean paper sheets on a change table (or towel if unavailable). • The child will lay on the change table. • Remove child’s lower clothing items. • Preschool educator to open nappy and use their visual skills to determine what actions will need to be undertaken. <ol style="list-style-type: none"> 1. If the nappy is only wet with urine the educator will use nappy wipes to clean and freshen the nappy area. Preschool educator will pay particular attention to wiping girls in a downward motion to ensure cross



	<p>contamination between the bottom and genitals is prevented.</p> <ol style="list-style-type: none"> 2. If the nappy is soiled with faeces the preschool educator will use the nappy to wipe excess faeces from around the nappy area. They will then use nappy wipes to clean the soiled area. Preschool educator will pay particular attention to wiping girls in a downward motion to ensure cross contamination between the bottom and genitals is prevented. <ul style="list-style-type: none"> • Remove the nappy and paper towels and fold securely and close with the tabs. Remove your gloves and place nappy and gloves into the nappy bin (a nappy bin service will be utilised when we have identified children enrolled needing a nappy change). • Without gloves, dress the child in a fresh nappy and clean clothing. • Soiled clothing will be securely bagged and stored in the nappy area and returned to the parent at pick up time. If multiple children have bagged clothing items then preschool educators will need to label bags with names. • Child will wash their hands with soap and running water. • Preschool educator to wash hands with soap and running water. • Collaboration with parents is maintained across the year to work towards toileting skills to be adopted in preference to wearing nappies. The child's health and physical requirements are always considered in this process.
Documentation	<ul style="list-style-type: none"> • If a child requires assistance in the bathroom or nappies to be changed then appropriate documentation will be recorded on the toileting register. This will be made available to families at pick up, if required. Information collected will be: <ol style="list-style-type: none"> 1. Date 2. Time 3. Child's name 4. S – shower, P – soiled pants, R – redressed, U – wee accident, W – wiped bottom, T – took to toilet, N – nappy change 5. Preschool educators signature
Health and Hygiene practices	<ul style="list-style-type: none"> • Preschool educators model, explicitly teach and support the implementation of health and hygiene practices during play experiences and daily routines to reduce the spread of infection. • The correct process for handwashing is taught and reinforced with the use of picture cues and prompts. Children wash hands after toileting, before and after eating, after touching pets, and



	<p>after blowing their nose.</p> <ul style="list-style-type: none"> Independent nose blowing is taught and reinforced on a regular basis.
<p>Maintaining a clean, hygienic environment</p>	<p>Educators maintain a clean and hygienic environment by following the guidelines in <i>Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services</i>. This includes:</p> <ul style="list-style-type: none"> All adults wash and dry their hands thoroughly. The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained as scheduled in our daily, weekly and end of term checklist. A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops. Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily by a preschool educator. Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled, bagged and disposed of safely into provided bins. Any soiled children’s clothing is placed in a sealed plastic bag to be taken home and washed by the child’s family. Families are informed by an educator on collection of the child.

<p>Record of procedure’s review</p>
<p>Date of review and who was involved</p>
<p>28.06.2022 Maree Guy, Anna Clemesha, Larissa Polak</p>
<p>Key changes made and reason/s why</p>
<p></p>
<p>Record of communication of significant changes to relevant stakeholders</p>
<p></p>