

NAPPY CHANGE, TOILETING, AND BATHING POLICY

January 2020

Purpose

The centre will minimise the spread and risks of infectious diseases between children, other children and children's centre staff, by ensuring nappy changing, disposal of nappies, bathing, toileting and toilet training is conducted in an efficient way according to recommended guidelines and standards.

Strategies

Nappy Changing

An area should be specifically set aside for changing nappies. Ensure that the nappy change mat or surface is not torn and can be easily cleaned. Do not share the same nappy change mat with children from another room, if possible. Having separate change mats for each room can help limit the spread of an infection and contain it to a single room. If this is not possible, take extra care to ensure that the change mat is thoroughly cleaned after each nappy change, especially if a child is known to have an infection

Check that all the supplies you need are ready. If the child can walk, walk with them to the changing area. If the child cannot walk, pick them up and carry them to the changing area. If there are faeces on the child's body or clothes, hold the child away from your body if you need to carry them.

Accidental spills of body fluids—including blood, vomit, urine, faeces and nasal discharge—are a fact of life within education and care services. Prompt management of spots and spills, including removing the spilled substance, and cleaning and disinfecting the area, reduces the potential risk to children, educators and other staff in education and care services.

If a spill does occur, it is important to avoid direct contact with body fluids. Healthy skin is an effective barrier against infectious body fluids, so make sure any cuts or abrasions on your hands are covered with a waterproof dressing, and wear gloves, if possible. All products required to clean up a spill are readily accessible for educators and other staff to use in the chemical cupboard including:

- Disposable gloves
- Paper towel
- Disposable cloths or sponge
- Detergent
- Disposable scraper and pan to scoop
- Bleach (sodium hypochlorite)

Nappy Change Procedure according to Staying Healthy in Childcare 5th Edition:

Wash your hands
Place paper on the nappy change table
Put on disposable gloves
Collect child and place on nappy change table

Remove child's nappy
Place nappy in hands free bin
Wipe child clean
Remove paper under child and place in hands free bin
Remove gloves and put in hands free bin
*If nappy cream needs to be applied use new disposable gloves then dispose immediately after application
Place clean nappy on the child
Put clothes back on child
Take child away from change table
Wash yours and child's hands with soap and water, dry thoroughly
Clean nappy change table with soapy water and rinse and dry
Record nappy change on sheet

Toilet Training

Ask parents to supply clean changes of clothes for children who are toilet training. Place soiled clothes in a plastic bag and keep these bags in a designated place until parents can take them home at the end of the day. A dry bag for all clothes throughout the day is best to use to save on bags.

Help the child use the toilet. Encourage them to pull down their bottoms and lift them onto the seat holding their legs if required for stability. Kneeling to the side of the child is recommended in case the child urinates outside of the toilet.

Children, especially girls, should be encouraged to wipe front to back, to reduce the chance of introducing bowel bacteria to the urinary tract. After toileting, help the child wash their hands. Explain to the child that washing their hands and drying them properly will stop germs that might make them ill. Always wash your own hands after helping children use the toilet.

Bathing

Preferably not use a bath or filled sink, and use the showers provided in the bathroom located in the foyer. A plastic "baby" bath is suitable to use for babies. Ensure there is a temperature regulator on the hot water tap, use warm water and test the water before putting the child in, preferably use running water or a hand-held water spray and no plug or ensure the water level is low. For children old enough to stand in a shower and who require washing, use a hand-held shower and supervise the child at all times in washing, drying and dressing.

Use disposable baby wipes with hot water and soap to clean the child and respect the privacy needs of the child while bathing them. Place soiled clothes in tied plastic bags and write the child's name on them then place them in a designated area for soiled clothing, which should then be put out of reach of children.

Responsibilities of the Approved Provider

Ensure that the Nominated Supervisor is informing all staff of the requirements of the policy.

Responsibilities of the Nominated Supervisor

Preferably not have staff who change nappies involved in food preparation on the same day, however if this is impractical, ensure staff use principles of infection control and safe food handling, particularly hand washing and using gloves.

Occasionally monitoring staff as they perform a nappy change procedure would be beneficial in ensuring the nappy change procedure is being followed according to policy.

Responsibilities of the Educators

Ensure that staff with cuts, abrasions, dermatitis or open wounds on their hands cover with a water-resistant occlusive dressing, which should be changed each time it is soiled or wet.

Ensure you take every necessary precaution available when dealing with ill children and any spills they make with bodily fluids. If unsure of what to do, speak with the Nominated Supervisor about the issue.

Notify Nominated Supervisor should you have any concerns of a child and their toileting habits.

Responsibilities of the Families

Make sure to provide enough clothing for each child that is toilet training in the service.

Inform educators in your child's room that your child is in fact toilet training, so they can assist your family in toileting training.

Inform educators should anything change regarding nappy changes or toilet training procedures at home.

Related Statutory Obligations & Considerations

Australian Children's Education and Care Quality Authority (ACECQA)

<http://www.acecqa.gov.au/>

Department of Education - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

Early Years Learning Framework (EYLF) - <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources->

[Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

Education and Care Services National Regulations (Children (Education and Care Services)

National Law (NSW) <http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

National Quality Framework (NQF) - <http://acecqa.gov.au/national-quality-framework/>

National Health and Medical Research Council -

https://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf

United Nations Convention on the rights of the child - <https://www.unicef.org.au/>

Related Telephone Numbers

- Early Childhood Directorate – 1800 619 113
- NSW Health – 9381 9000

Amendment History

Date	Amendment	Note of amendment
14.11.18	Policy Created	-
22.1.19	Policy Reviewed	- no changes
20.1.20	Policy Reviewed	- no changes

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date:	20 th January 2020
Last Amended By:	Natalie Payne
Next Review:	January 2021
Position:	Educational Leader