

# Family Day Care

## Toileting and Nappy Changing Policy

**Section:** 2 Children's Health and Safety

**Policy ID Number:** 2.12

**Link to National Quality Standard:** 2.1.2, 2.1.3, 2.1.4

**Link to Education and Care Services National Legislation:** As165, As167, r77, r106, r109

### 1. Policy Statement

Family Day Care will implement hygienic toileting and nappy change practices that ensure the health, safety and wellbeing of all children while maintaining their rights and dignity at all times; supporting the development of children's agency.

### 2. Rationale

Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Educators, Educator family members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

To support Educators to interact with children in a positive way and to reinforce and role model effective hygiene practices and reduce the risk of cross infection.

To ensure that nappy changing and toileting are consistent, sensitive and respectful to children's individual needs.

### 3. Procedures

#### 3.1 General

- Educators will consult with families about children's nappy change and/or toileting routines before children commence care.
- Educators will continue discussing a child's nappy change and/or toileting routine with the family on a regular basis to reflect changing developmental needs and to promote familiar and effective routines for the child between home and the care environment.
- Where children wear nappies discussions between the Educator and family will include whether these are cloth or disposable nappies, how and when the family will provide these (e.g. daily, weekly etc) and the disposal of disposable nappies (i.e. Educator or family to dispose).
- During all nappy change and toileting routines the Educator will maintain the rights, dignity and need for privacy of each child.
- When taking children on excursions or routine outings the Educator will ensure there is access to toilet facilities and where needed nappy changing facilities, taking all items required for nappy changing.

#### 3.2 Nappy Changing

- Educators will have an appropriate area for changing children's nappies that supports privacy for the child having their nappy changed, while also ensuring other children in care can be supervised. The Educator will never leave children unattended in the nappy change area.
  - Nappy change equipment such as a change table must be safe for children; portable fold up change tables are not to be used.
  - The nappy change area must be separate from food preparation and serving areas.
- The nappy change area will be checked by Coordination Unit staff as part of the annual Health and Home Safety Check as well as during observation on home visits and as part of the Educators daily safety check.

- The Educators will check and change children’s nappies regularly throughout the time they are in care.
- Educators are encouraged to keep a small stock of disposal nappies for an emergency, however it is the families’ responsibility to provide the nappies. Educators will only use the nappies provided by a family for their child.
  - If cloth nappies are being used or the family are disposing of disposable nappies, the Educator will place used nappies in a sealed plastic bag to be sent home with family at the end of the day. Store away from children.
  - If the Educator is disposing of disposable nappies, they must place them in a sealed plastic bag prior to putting them in a rubbish bin.
- The Educator will ensure the nappy change area is set up and ready prior to changing children’s nappies. This will include ensuring there is a mat with a washable surface and all supplies such as nappies, gloves, wipes and any creams that are required are within reach.
- The Educator will support the child through the nappy change experience – giving warning that the nappy change is impending and when possible supporting the child to walk to and from the nappy change area. During the nappy change the Educator will interact positively with the child and support independence as appropriate to un/dress and wash hands.
- The Educator will follow these steps when changing a nappy:
  - Wash hands;
  - Put on disposable gloves;
  - Remove the child’s nappy and place in a plastic bag;
  - Remove any clothes with urine or faeces on them and place them in a separate bag;
  - Clean the child’s bottom front to back;
  - Place waste wipes and paper (if applicable) in the plastic bag with the dirty nappy;
  - Discard the disposable gloves in the same bag – peel gloves back from the wrists;
  - Put on a clean nappy and dress the child;
  - Take the child away from the mat;
  - Wash and dry their and the child’s hands thoroughly;
  - Clean the change mat with detergent and warm water after each nappy change;
  - Store or dispose of wet/soiled clothing and/or nappies. Use a parent provided bag or plastic bag and store away from children.
  - Wash hands thoroughly.

### **3.3 Nappy change creams**

- Families are responsible to provide any creams required for children during nappy changing.
- If a child has a prescribed nappy cream a medication form must be filled out before the Educator can apply this cream during nappy change. Each time this cream is applied the Educator will complete the medication form and the family will need to sign this when collecting their child from care.
- If a child has an over the counter nappy cream the family will need to fill in the Short or Long Term Medication Form, however the Educator will not be required to fill in the form each time they apply the cream.
- If the Educator identifies a rash or other concern during a nappy change they will ring the family to notify them and record this on an illness record. The family can give verbal authority to apply over the counter nappy cream and sign a Medication Form at the end of the day.

### 3.4 Toileting

- Educators will have appropriate toilet and hand washing facilities available to children. This could include a step to access the toilet and a child insert to sit comfortably. If a potty is required, the Educator and family will discuss who will provide the potty.
  - Potties will be set up appropriately for use and cleaned after each use.
  - Toileting aids will be cleaned after each use if spillage occurs, otherwise it will be cleaned a minimum of once per day.
  - All internal doors with locking devices must be able to be opened by the Educator at all times (including the toilet/bathroom).
- Educators will implement toileting routines to suit individual needs of children. This means some children will be able to toilet independently or with little support, while other children may need reminders, support and assistance. At all times the child’s developmental level will be considered when implementing a toileting routine, and Educators will support and encourage independence where possible.
- The Educator will keep families informed of their child’s toileting, including if any issues arise. Educators and families will work together when children transition through toileting phases.
- Educators will use toileting as a time to model good hygiene practices for children. This will include encouraging children to flush the toilet and ensuring handwashing with soap and water after using the toilet. Educators will provide each child their own separate washer/towel or paper towels to dry their hands and demonstrate where and how to dispose of these appropriately.
- In situations where a toileting accident occurs Educators will manage this in a positive and supportive way. Children will be supported to change and clean themselves to their level of independence – the Educator assisting where needed.

### 4. References

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- NHMRC – ‘*Staying healthy: Preventing infectious diseases in early childhood education and care services*’

### Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
Feb 2022	2.0	All	Updated from old Policy to new format and current information.
Feb 2024	Next Review Date		

**This policy and procedure supersedes the one in the Family Day Care Policy Manual dated 2016.**