



Approved by board on: 7th August 2023
Scheduled review date: 7th August 2025

Introduction

Meeting the needs of children by providing clean nappies and a safe and hygienic place for changing children is a basic need that is important for children's comfort and happiness.

The nappy changing and toileting procedure is an opportunity in the child's day where interactions, guided by the Approved Learning Frameworks and NQS, are meaningful, warm and responsive and support children's learning. This valuable experience also links back to many quality areas.

- Element 1.1.3 - All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
- Standard 2.1 - Each child's health and physical activity is supported and promoted.
- Element 5.1.1 - Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
- Element 5.1.2 - The dignity and rights of each child are maintained at all times.

Purpose

The Forbes Preschool will follow best practice guidelines for nappy changing to ensure the area is hygienic and to reduce the spread of infectious disease. The preschool aims to make the nappy change experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting and positive relationships.

Policy

- Provide adequate and appropriate hygienic facilities for nappy changing;
- Ensure nappy change facilities are designed and located in a way that prevents unsupervised access by children;
- Ensure that adult hand washing facilities are located within the nappy change area;
- Consider access to children's hand washing facilities within the nappy change area;
- Consult the Building Code of Australia for requirements concerning nappy change benches;
- Ensure that the nappy change facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children.

Nominated Supervisor will:

- Develop and implement policies, procedures and training with educators to ensure nappy change procedures that support children's safety, protection, relationships and learning.

- Develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location children cannot access.

Educators will:

- Discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive;
- Provide information to families regarding children's nappy change patterns;
- Utilise nappy change times to interact with children on an individual basis. The nappy change time will allow educators to converse, sing, play and generally interact with the child. This time allows educators and children to learn more about each other and understand each child's personality and personal strengths; and
- Organise the nappy change, bathing and toileting areas to promote positive interactions and promote positive learning experiences.
- Support children to take an emerging responsibility in their own self help routines.
- Ensure all children have access to toilet facilities at any time of the day, to be used according to individual needs.

Educators will maintain effective supervision at all times by:

- Fully supervising and maintaining physical contact with children throughout the nappy change experience. No child will be left alone on a nappy change mat.
- Keeping nappy change areas fully stocked with all required materials at all times. Educators are responsible for maintaining the supplies to meet the needs of individual children. Supplies will be readily accessible to staff to ensure efficiency and the health and safety of each child.
- Encouraging mobile children to walk to the nappy change area. Educators will assist the child to walk up the steps onto the nappy change bench to reduce repetitive movements by educators and to promote children's agency. Where a child is not walking, educators will follow manual handling practices to lift and carry the child to the nappy change mat.
- Educators will practice effective hygiene by:
- Utilising the '*Staying Healthy in Child Care*' practices when changing a nappy to reduce the spread of infection. These are:
 - Wash hands.
 - Place paper towel on the nappy change mat.
 - Put on gloves.
 - Remove the nappy and place in the nappy bin.
 - Remove any soiled or wet clothing.
 - Clean the child's bottom.
 - Remove the paper towel and put it in the nappy bin.
 - Put the gloves in the nappy bin.

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- Remove the gloves, peeling them back from the wrist and turning them inside out as they are removed.
- If a child requires specific cream, place a clean paper towel under the child's bottom. Put on clean gloves. Place a suitable amount of cream on the glove and spread onto the child's bottom. Remove the paper towel and place it in the nappy bin. Remove the gloves and place in nappy bin.
- Dress the child.
- Wash and dry their hands.
- Return the child to the play area.
- Clean the nappy change mat and area with detergent and warm water.

Additional strategies

- Nappy bins will be located out of children's reach. Nappy bins will be emptied once during the day and at the end of each day. This may need to be done more regularly if there are soiled nappies.
- Educators will clean nappy change mats and areas after each use. They will be thoroughly cleaned with pH Neutral detergent and water and paper towel once during the middle of the day and at the end of each day.
- Children's nappies will be changed at scheduled intervals as determined by the nominated supervisor and educators. Nappies will also be checked throughout the day to ensure children are not susceptible to nappy rash and discomfort. (Standards 2.1.2 & 2.3.1).
- Nappy change and hand washing procedures will be displayed visually and in community languages as appropriate in the nappy change area.

Nappy change experiences are safe and hygienic. They are considerate of children's diversity and family practices. Children's learning and development is engaged by staff to ensure the experience is relaxing for both children and staff.

In response to the needs of children who are toileting, educators will:

- Ensure accidents will be treated with sensitivity and the child supported while maintaining the child's dignity during the changing process.
- Children will be encouraged to wipe their own bottoms with the help of a staff member wearing gloves.
- Children will be guided to follow the process of wiping front to back, flushing the toilet, washing and drying hands.
- Toilet area and toilet seats will be monitored routinely to maintain hygiene and cleanliness.
- Toilet area will be monitored constantly to ensure supervision is maintained at all times.

In response to the need to bath a child, educators will:

- Maintain a clean and sanitary environment, especially in areas where children are bathed.

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- Undertake the following procedure:
 - Ask the child to get their spare clothes from their bag and go into the bathroom, if they are able.
 - Encourage the child to do as much for themselves as possible i.e. taking off shoes, putting wet or soiled clothes into a waterproof bag to take home, drying themselves and putting on their clean clothes.
 - Assist by guiding the child verbally to meet their personal care needs. If the child is unable to carry out these needs unassisted, support the child.
 - Respect children's privacy. Talk reassuringly, explain what you are doing at each step and restrict other children from viewing the bathing procedure.
 - Meet your own hygiene needs i.e. wash hands, wear gloves, remain visible or within hearing distance of other educators.
 - Place soiled clothing in a plastic bag and send home to be washed. Soiled underpants may be disposed of at Educator's discretion due to hygiene and WHS practices.
 - Inform parents at pick up that their child has been bathed.