

Nappy Changing and Toileting Policy

PURPOSE

To ensure staff members are aware of procedures for changing nappies and assisting children with toileting.

These procedures are in place to minimize the risks of infection through good hygiene practices.

PRACTICE

Nappy changing is to be done on a nappy changing pad on the nappy changing table or on a nappy changing pad on the floor.

Under NO circumstance will a child be left unattended on the nappy changing table and staff must always have a hand on the child when accessing supplies e.g. nappies, creams.

Gloves will be made available for nappy changing and staff should always be wearing gloves when changing soiled nappies.

Wet wipes are used for cleaning children unless otherwise stated by parents..

A sink/shower is provided next to the nappy changing table for washing children that have soiled themselves and require this.

A white bucket with a lid is situated in the shower for soiled clothing should a child soil themselves and need a full change of clothes. The soiled clothing is put straight into the bucket and lid secured while the child is washed and changed. Once the child is clean and able to leave the bathroom, the shower is cleaned and disinfected. The bucket is taken to the laundry room and dealt with there, rather than the shower area. The dirty clothes/towel will be cleaned and soaked in a bucket in the laundry, labeled bleach solution, or a sanitiser used such as napsan, depending on the clothing. The white bathroom bucket will be cleaned with a bleach solution and dried with paper towels, then returned to the bathroom once clean.

The nappy change pad must be sprayed with bleach and water solution and wiped with a paper towel after EVERY nappy change, and at the end of each day.

Staff members must wash their hands with hot soapy water after each nappy change.

Any soiled nappies and wipes used are to be wrapped within the glove or together with the glove are placed in a plastic bag and secured, before placing in the bin in nappy changing area.

Information detailing time of change, whether the nappy was wet or soiled, whether any cream was applied, and who changed the nappy are recorded on nappy chart.

The use of cloth nappies must be discussed with the Centre Director/Team leader, prior to enrolment to ensure a hygienic system is available to store soiled nappies.

Only staff with permanent or fixed term contracts or long term relievers will change nappies or assist with toileting. Short-term relievers and students will not change nappies or assist with toileting unless specifically supervised by a staff person.

Toileting Practices

Staff are aware of the toileting needs of each child and reminders to the children will be made throughout each day.

We will work with families during the transition from nappies to toileting and provide advice and guidance as required. Parents are required to continue to supply nappies after toilet training begins until notified by Team Leader or member of staff.

Children's individual preferences for a particular staff member's assistance (will be taken into account) or privacy are respected at all times.

The centre has a supply of spare clothes if needed.

If toileting/soiling accidents occur staff will treat the child with respect and dignity.

The importance of hand washing is encouraged and self help skills promoted in all aspects of this routine.

Toilet area will be checked regularly throughout each day and cleaned as necessary. Toilets and toilet area will be cleaned at end of each day by cleaner.

GUIDING DOCUMENTS: Education Regulations 2008 45-46, HS3, PF25

Approved by:

Centre Director: *Hilary Henderson*

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Service Provider

Contact Person: *Aaron Donaldson*

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