



## Nappy Change and Toileting

### Children's Services Policy No 2.9

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#### Aim:

- To ensure that appropriate changing and disposing of nappies and appropriate toileting of children is conducted.
- To minimise the risk of spreading infectious diseases that are transmitted by faeces and other bodily fluids between children and staff.
- To teach children that nappy changing and toileting are valuable social and learning opportunities

#### Background Information:

Disease transmitted by faeces and urine is more likely to spread between children and staff through the changing and handling of soiled nappies. Efficient changing and disposal of soiled nappies significantly reduces the risks and the spreading of diseases transmitted by faeces and bodily fluids.

#### Relevant Legislation:

- [Education and Care Services National Regulations](#)
- [NSW Public Health Regulation 2012](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2011 \(NSW\)](#)
- [Children \(Education and Care Services National Law Application\) Act 2010](#)
- [NSW Public Health Act 2010](#)

#### Resources:

- [Staying Healthy: Preventing Infectious Disease in Early Childhood Education and Care Services](#), (5<sup>th</sup> Edition), National Health and Medical Research Council (2013)
- [Australian Children's Education and Care Quality Authority - National Quality Standard:](#)
  - **Quality Area 1:**
    - Standard 1.1, Element 1.1.3;
  - **Quality Area 2:**
    - Standard 2.1; Element 2.1.1 and 2.1.2;
  - **Quality Area 5:**
    - Standard 5.1, Element 5.1.1; and Standard 5.3, Element 5.2.3.

**Note:** In this policy "staff" and "educators" refers to staff employed by Willoughby City Council.

## **NAPPY CHANGE PRACTICES**

### ***General:***

- Maintain clean, safe and age appropriate nappy change facilities.
- All staff will follow a nappy change procedure. This procedure will be developed by each service and placed on display in the nappy change area.
- Services will have hand washing and drying facilities immediately adjacent/in the vicinity to any toileting or nappy change areas.
- Children will be encouraged to walk to the nappy change area as age appropriate.
- Nappy change areas will be separate from any food preparation and serving areas.
- An appropriate number of nappy changing benches and mats will be available for the number of children attending the service.
- Nappy change benches or mats with an impervious washable surface will be used.
- Age appropriate facilities may be required for a child with additional needs.
- Gloves are to be worn on each hand for every nappy change. A new pair of gloves will be used for each child for each nappy change.
- Staff are to cover cuts, abrasions, dermatitis or open wounds on their hands with a water resistant dressing, which should be changed each time it is soiled or wet.
- Adequate numbers of clean nappies will be stored within reach of the nappy change facilities. Parents are to provide the nappies for their children unless otherwise specified.
- High absorbency disposable nappies are preferred to cloth nappies. However, if parents wish to use cloth nappies the service will support the parents' wishes.
- Appropriate safe storage/disposal facilities for soiled nappies will be used. These are to be kept separate from children's play and eating areas and are to be stored in nappy change rooms or bathrooms. Nappies are disposed of daily in the domestic waste collection or contracted waste disposal service.
- If involved in serving food and changing nappies/toileting children on the same day, use principles of infection control and safe food handling practices, particularly with hand washing and using gloves.
- Children will be changed at routine times throughout the day and in between these times when required.
- Centre cooks are not to change children's nappies at any time and should not assist children with toileting as part of their general duties.

### ***Supplies Required:***

A nappy change area must be set aside (inaccessible to children), consisting of:

- Nappies
- Creams (if required)
- Disposable gloves
- Pre-moistened disposable wipes
- Paper towel
- Tissues
- Spray bottle with warm water and detergent – clearly labeled (to be made up in to a clean spray bottle daily, 1-part detergent to 20 parts warm water)
- Nappy change table/area
- Nappy change mat/mattresses and covers used on the nappy change table need to be smooth and in good condition because germs can survive in cracks, holes, creases, pleats, folds or seams
- Change of clothes if required
- Facilities for the storage of soiled nappies (e.g. designated nappy bin with a secure lid)
- Plastic bags for soiled clothes

- Nappy Changing Procedure
- Hand washing facilities with hand soap

### ***When Changing Nappies:***

Based on the recommendations from the National Health and Medical Research Council (2013), it follows:

#### **Preparation**

- Check that all supplies you need are ready
- Invite the child to the changing area by carrying or encouraging the child to walk
- Wash your hands following the recommended hand washing procedures
- Place paper on the change table
- Put disposal gloves on both hands
- Place the child on the nappy change mat or encourage to walk up on a ladder

#### **Changing**

- Remove the child's nappy, if soiled place in a plastic bag along with wipes used.
- Dispose of the nappy in a hands-free lidded bin. Place any soiled clothes into a plastic bag or a wet bag. If cloth nappies are used, place in a designated bucket
- Clean the child's bottom; Clean the child with baby wipes from front to back using a fresh wipes each time. (place wipes in the same plastic bag as nappy). If their nappy is only wet, it may be placed straight into the nappy bin.
- Remove the paper and put it in a hands-free lidded bin
- Remove your gloves and put them in the bin
- Place a clean nappy on the child
- Apply cream if required with a clean glove
- Dress the child
- Take the child away from the change table, spray and wipe the mat with soapy water and paper towel. Assist in washing the child's hands by washing your hands with the child. If the child is too young to wash their hands at the sink, you can wash their hands with either a baby wipe or wet, soapy paper towels. If you use soap, be sure to remove all the soap from the child's hands.
- When leaving the nappy change room, the door to the nappy change area is to remain closed.

#### **Cleaning**

- After each nappy change, clean the change mat well using a mix of detergent and warm water and using paper towel. Dispose of the paper towel after each change. (20:1 ratio)

Nappy change table will be cleaned thoroughly in the middle of the day and at the end of the day.

If completing multiple nappy changes, the last hand wash in 'when changing nappies' can be counted as the first hand wash towards the next nappy change except if the cycle is broken, e.g. by performing another task in between multiple nappy changes.

Carrying a child away from your body is only necessary if there are faeces on the child and/or their clothing. In this case put gloves on before collecting the child.

***Paper on the Change Table:***

Every time a child has their nappy changed, germs are put on the change table. By placing a piece of paper on the change table many of the germs from the child are kept on the paper and do not contaminate the table at all. The paper is removed in the middle of the nappy change, before the child's clean clothes are put on, the paper and the germs are then put in the bin. Paper towel is best; however, greaseproof paper is another alternative. This also makes it easier to clean the nappy change mat after each nappy change.

**TOILETING PRACTICES****General:**

- Services will maintain clean, safe and age appropriate toileting facilities.
- Staff will supervise children at all times.
- Staff will teach and model to children good hygiene practices related to toileting.
- All staff will follow a toileting procedure. This procedure will be developed by each service and placed on display in the toileting area.
- Children are encouraged to undress and dress themselves to assist in the development of their self-help skills. Staff will assist children with dressing and undressing when needed including taking off their nappy during toilet training.
- Children will be encouraged to sit properly on the toilet with the aid of the staff or the step if required to get on the toilet.
- Children will be encouraged to wipe themselves to assist in the development of their self-help skills. Staff will assist children with wiping themselves when needed.
- Only disposable baby wipes and/or toilet paper will be used to clean children and disposed after each use (disposable baby wipes need to be disposed of in a designated bin or the designated nappy bin).
- Children who have accidents in their clothes will be changed into spare clothes provided by the parents. Wet and soiled clothes and underwear will be sealed in a plastic bag or wet bag by the staff, keep inaccessible to children and sent home with the child at the end of the day.
- Staff will wear gloves when assisting children with toileting and when changing children out of wet or soiled clothes.
- Children will be encouraged and assisted by staff to flush the toilet.
- Staff will assist and teach children to wash their hands after toileting using the hand washing procedure. (Refer to Hand Washing Policy 2.8 and Hand Washing Procedure located in all wet areas).
- If possible, separate children with diarrhoea from other children until they can be picked up by their family or nominated contact person to minimise the risk of spreading the infection. Exclude child from care in accordance with Policy 2.7 – Infection Control – Minimise Spread of Infectious.
- Staff will wash their hands using the correct hand washing procedure after assisting or changing each child.
- Staff will educate the children that the toilet area is not for playing in.
- Staff will use a toilet in preference to a potty chair to reduce the risk of the spread of disease.
- As children show signs of readiness to toilet train, parents will be encouraged to plan an approach with staff for consistent management.
- Children should feel secure at all times with encouragement and praise used.
- For going to the toilet, ask families which words they use at home; learn name of body parts in different languages.
- Staff work effectively with family members to exchange information regarding the child's toileting in order to maximise children's chances for success. For example, using the correct terms for going to the toilet.

- Staff will never force children to use the toilet or use punishment when accidents occur.
- Staff use a range of strategies to support children's diverse needs in toileting, e.g. stands with handles and grips.

For bigger children, a wet nappy can be changed in a bathroom as they are standing up. Staff to ensure appropriate manual handling techniques are applied to change the bigger children. Staff will change gloves as per bigger children.

#### **Contact with Body Fluids:**

- Staff must cover all cuts or open sores, particularly on their hands, with appropriate dressing at all times at the centre.
- Staff must wear disposable gloves for any action that involves potential contact with urine, faeces, vomit, blood or other bodily fluids. Staff will wash their hands before and after wearing the gloves.

#### **LDC only - Toilet Training:**

Decisions about when to begin toilet training will be made by families, or may occur through shared decision making between families and staff. This decision is based on mutual respect and open communication, which is crucial for a positive outcome. Staff acknowledge toileting is a significant milestone for any child. Hence, staff work collaboratively with families to support the child's toileting.

- Families may have strong views and preferences about when and how their child learns to use the toilet, which may come from their cultural background or individual preferences which must be respected.
- The priority of the individual child's wellbeing is paramount, and the decision to begin assisting the child to learn to use the toilet should be based on signs of readiness from the child and through discussion with families.
- Early signs of readiness, will often start to appear when children are around 18-24 months old and may include:
  - showing interest in the toilet;
  - having an interest in others using the toilet;
  - indicating a need to go to the toilet either before, or while they are doing it; and
  - staying dryer for longer.
- Children need to feel comfortable going into a toilet in the centre. Staff will encourage and discuss with each child.
- Staff and families expect accidents but we acknowledge the child's success and do not give any punishments or negative comments.
- Staff and families will communicate and collaborative to achieve this mutual goals.