



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 Amendment Regulations (modified July 2018)
- NSW Public Health Regulation 2012
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Children (Education and Care Services National Law Application) Act 2010
- Public Health Act (NSW) 2010

Resources:

- Staying Healthy in Child Care – Preventing infectious diseases in early childhood education and care services, 5th Edition, NHMRC, 2012
- National Quality Standards:
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.
- CELA (2017) Nappy Change Example Policy - <https://www.cela.org.au/wp-content/uploads/Resources/nappy-change.pdf>

Note: In this policy "staff" refers to staff employed by Willoughby City Council and educators registered with Council's Family Day Care Scheme.

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:

- Have an area specifically set aside for changing nappies.
- Have all the supplies you need ready.

- Wash your hands following the recommended hand washing procedure.
- Carry the child or encourage them to walk to the nappy change area (depending on the child's age).
- The door to the nappy change area is to remain closed and display a sign informing children, staff and parents that children are not permitted in this area.
- Put on disposable gloves.
- Place paper towel or an individual vinyl sheet on the nappy change mat (if paper towel is unavailable other paper can be used such as greaseproof paper or computer paper). Pick the child up and place them on the nappy change table or encourage them to walk up a ladder/stairs (if available).
- NEVER leave the child unattended.
- Remove clothing (bag soiled clothes and securely tie the plastic bag to send home if required).
- Remove the soiled nappy from under the child then re-secure nappy with tabs and dispose. If the child is wearing a cloth nappy, remove the soiled cloth nappy from under the child and place into a plastic bag. Securely tie the plastic bag.
- Clean the child with baby wipes from front to back using a fresh wipe each time. Use as many wipes as necessary. Pay close attention to cleaning the folds of the skin, e.g. around the legs. Dispose of the wipes in the designated bin.
- Remove paper towel and dispose of in designated bin.
- Remove gloves before touching the child's clean clothes. Do this by peeling them back from your wrists, turning them inside out. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in the bin.
- Apply cream if required with a clean glove (dispose).
- Put the clean nappy on and re-dress the child.
- Help the child away from the change table.
- Assist the child in washing their 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.
- Return the child to the play area.
- Record the nappy change on the nappy change chart if required.
- Sanitise the change mat using the detergent and water solution and disposable paper towel.
- If applicable place plastic bag with cloth nappy into container marked for cloth nappies and/or plastic bag with soiled clothes into plastic container labelled 'Clothes to go home'.
- Wash your hands according to the correct hand washing procedure

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.

Cleaning the nappy change table:

- After each change, wash the 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.

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 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.

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.