

POLICY: 4.1 HYGIENE AND INFECTION CONTROL POLICY

Procedure: 4.5 Nappy Changing and Toileting

Many diseases are spread by faeces, urine or other body fluids. Staff, Educators and children in education and care services are at about twice the usual risk of diarrhoea infections and increased risk of hepatitis A, due to changing and handling of soiled nappies and assisting with toileting routines.

Efficient changing and disposal of soiled nappies, and safe toileting and toilet training methods significantly reduce the risk and the spread of diseases transmitted by faeces and body fluids.

4.5.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **4.1 Hygiene and Infection Control Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

[4.5.2 Rights and Dignity of the Child](#)

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4.5.2 Rights and Dignity of the Child

To ensure consideration is given to protective behaviours when undertaking nappy changes and toileting, Educators and staff will:

- demonstrate respect for the dignity and need for privacy of each child during nappy changing and toileting – ensure others are not looking on and as an Educator asking the child for permission to change the nappy.
- show respect to the child they are assisting by explaining what they are doing and how they will do it.
- ensure other members of the Educator's household or any other adult do not change the nappy or assist a child in care with toileting.

4.5.3 Roles and Responsibilities

Nominated Supervisor and Coordinators will:

- be aware of the requirements of the Education and Care Services National Regulations 2011 and the National Quality Standard with regards to requirements for nappy changing, toileting practices and facilities
- ensure when assessing and monitoring the standard of care offered by an Educator that they maintain the standards
- ensure their health and hygiene practices are in line with universal health and hygiene practices outlined in the 4.1 Hygiene and Infectious Control Policies and associated procedures
- practice and model appropriate health and hygiene in relation to nappy changing and toileting
- keep up to date with information about current hygienic practices in services through research and professional development
- source professional development for staff, Educators and families to access
- inform Educators of current advice from health authorities concerning hygiene practices for nappy changing and toileting routines in education and care through newsletters, linking to appropriate websites and when undertaking a monitoring and support (Coordinator) home visit.
- monitor safe hygienic practices in regard to nappy changing and toileting practices and facilities by Educators as part of the home visits conducted by Service staff.
- support families using the Service with information on specific health and hygienic concerns through newsletters, brochures and training.

Educators will:

- Abide by their obligations under the Education and Care Services National Regulations 2011 and the National Quality Standard. This includes the following requirements:
 - o Appropriate laundry arrangements are available for soiled clothing, including laundry sink and running water.
 - o Sanitary facilities for storage of soiled clothes, linen, and nappies before laundering or disposal – buckets with lids that are out of reach of children.
 - o Soiled nappies are to be enclosed appropriately i.e. gloved, bagged and disposed of in a bin out of reach/access to children.
 - o Any areas in which bottles are prepared for children must be separate from any area in which nappy-changing facilities are provided.
- The Educator's residence must have a toilet, hand washing and bathing facilities that are safe, clean (free of mould) and appropriate to the ages of the children at the service and must have products and equipment for cleaning those facilities whenever necessary in a locked cupboard.

4.5 Nappy Changing and Toileting Procedure

- Where there are children in care that wear nappies (including 'pull-ups'), the Educator must provide:
 - o A stable surface for changing nappies, together with a mat that has an impervious washable surface (no splits).
 - o Hand washing facilities for adults in the immediate vicinity of the nappy changing area.
 - o Sanitary facilities for the storage of soiled nappies pending laundering or disposal of the nappies.
 - o Adequate facilities for laundering soiled clothing or otherwise hygienically dealing with the waste.
 - o Facilities for the storage of clean nappies.
- A changing area with a mat or an impervious washable surface is required for the nappy-change process. Mats are to be clean and free from tears, splitting, mould and mildew.
- Nappy changing facilities must be designed, located and maintained so as to prevent unsupervised access by children (this relates to children not being able to climb on high change tables nor access unsafe products).
- Nappy changing facilities must be separate from food preparation facilities.
- The dignity and need for privacy of each child is respected during nappy changing and toileting – ensure others are not looking on and as an Educator asking the child for permission to change the nappy.
- Children are closely attended to on the nappy change table.
- Toileting 'accidents' and bed wetting are managed in positive and supportive ways by assisting the child to change and supporting them to re-enter play experiences quickly.
- Consultation with families on any toileting issues relating to their child.
- Share information about a child's nappy changing and toileting while in care with that child's family.
- Support nappy changing and toileting as being a relaxed and positive experience e.g. nappy changing used as an opportunity to engage in one to one games and songs.
- Consider and accommodate the specific health and hygiene needs of older children in relation to protecting their dignity and respecting their right to privacy.
- Ensure nappies are changed frequently to ensure babies' and toddlers' health hygiene and comfort are maintained.
- Use nappy changing as an opportunity to talk and interact.
- Prepare toddlers to change their nappy, explaining why a change of nappy is needed.

4.5.4 Toileting Procedures

Educators will encourage children to:

- manage their own toileting and changing where appropriate
- flush the toilet after use
- wash their hands after using the toilet
- tell them if they have a toileting accident; and
- act respectfully toward each child when assisting them to change clothes.

Families are encouraged to:

- discuss toileting issues relating to their child with the Educator.
- work in partnership with their Educator to ensure the toilet training practices for their child is consistent and creates minimal stress.
- provide enough nappies, wipes and spare clothing for the Educator to use.

4.5.4 Nappy Changing Considerations

1. Educators and the staff will have an area specifically set aside for changing nappies.
2. Check to make sure that all the supplies you need are ready.
3. Get a walking child to walk to the change mat.
4. Carrying a child away from your body is only necessary if there are faeces on the child and/or their clothing.
5. Ask children if you can change their nappy
6. Disposable nappies may reduce the risk of infections as disposable nappies do not 'leak' as easily as cloth nappies and can be disposed of immediately.

4.5.5 Nappy Changing Procedure

Educators and staff will use the following method to stop the disease spreading:

1. Wash their hands
2. Place paper on the changing area.
3. Put disposable gloves on both hands
4. Remove the child's nappy and put it in a lidded bin
5. Place any soiled clothes in a plastic bag
6. Clean the child
7. Remove the paper and put it in a lidded bin

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8. Remove the gloves by peeling them back from the wrists, turning them inside out as you go. Put the gloves in the bin.
9. Dress the child.
10. Take the child away from the change mat
11. Wash your hands and the child's hands.
12. Clean the changing table with detergent and warm water after each nappy change
13. Wash your hands.

4.5.6 Disposable gloves - procedure for removing

- Pinch the outside of one glove near the wrist and peel the glove off, so it ends up inside out.
- Keep hold of the peeled-off glove in your gloved hand while you take off the other glove put one or two fingers of your un-gloved hand inside the wrist of the other glove.
- Peel off the second glove from the inside, and over the first glove, so you end up with the two gloves inside out, one inside the other.
- Put the gloves in a plastic-lined, lidded rubbish bin and wash your hands. If a hands-free lidded rubbish bin is not available, put the gloves in a bucket or container lined with a plastic bag, then tie up the bag and take it to the outside garbage bin.

4.5.7 Cleaning Procedures - Nappy change mat or surface

- After each nappy change, wash/clean the table well with detergent and warm water, rubbing with a paper towel or a cloth as you wash
- Put the paper towel in the bin, or put the cloth in a bucket with lid for washing that is out of reach of children.
- Cleaning containers must be labelled correctly and kept inaccessible to children.
- Wipe the mat dry with a paper towel or cloth (dispose of in bucket with lid for washing)
- Wash your hands.

Nappy Covers

When using cloth nappies, nappy covers (usually plastic pants) help to prevent faeces, and, therefore germs from leaking. Studies show that wearing clothing over plastic pants reduces the number of germs from the bowel found on surfaces in the home.

4.5.8 Toilet Training

The following hygiene procedures should be followed by Educators when children are learning to use the toilet.

- Ask parents to supply a clean change of clothing.

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- Help the child use the toilet.
- Help the child wash their hands. Ask older children if they washed their hands. Explain to the child that washing their hands will stop germs that might make them sick.
- If using a potty chair, empty the contents into the toilet and wash the potty with disinfectant. Toilets and potties should be kept clean at all times. Potty chairs must be kept in the toilet area and not available to other children.
- Use a different sink for cleaning potties than those used for hand washing and food preparation.
- Wash your hands in accordance with the 4.4 Handwashing and Personal Hygiene .
- Place soiled clothes in a plastic bag for parents to take home at the end of the day.
- Request specific training pants for toilet training.
- Encourage children's independence for those who can use the toilet
- The toilet will always be freely accessible by children and have aids suited to the children's age.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

4.1 Hygiene and Infection Control Policy

Procedures

4.4 Handwashing and Personal Hygiene Procedure

Other Documents

Nappy Change Procedure Poster

Reference

National Health & Medical Research Council, *Staying Healthy in Child Care* 5th edition, Preventing Infectious Diseases in Child Care Updated June 2013