

# Toileting & Nappy Change Policy

*Activity Centres Incorporated is a community based not for profit organisation managed by a parent committee*

## **Policy Statement**

- We aim to provide a hygienic environment for toileting and nappy change for educators, children, families and visitors to the centre. We aim to provide a high level of care and consideration in meeting a child's individual needs with toileting. Educators will engage children in conversations about, routines and personal hygiene that promote children's understanding and importance for respect and hygiene for the wellbeing of them and others.
- We believe that the welfare of all children is importance and that the centre has an obligation to defend the child's right to care and protection.

## **Considerations**

- ✓ The Education and Care Services National Regulation 2011 Regulations 77 (health)
- ✓ The Education and Care Services National Quality Standards 2011 (standard 2: Children's health and safety)
- ✓ NSW Department of Health
- ✓ Child protection act (Keep them Safe)
- ✓ Activity Centres Incorporated Cleaning Policy
- ✓ Activity Centres Incorporated Laundry Policy
- ✓ My time our place outcomes 1.1,4.2,4.3, 5.1

## **Procedures**

- All toilet facilities, wherever possible will have access to a hand basin or sink with running water.
- All toilet facilities, wherever possible will have access to soap and paper towel for washing and drying hands.
- Where ever possible, women and girls will have access to proper feminine hygiene disposal.
- All educators will be responsible for monitoring the availability of soap and paper towel.
- Children will be encouraged to inform the educators if the toilets need attention.
- Where the centre is responsible for the cleaning of toilets & hand basins they will be cleaned and disinfected daily as per the displayed cleaning procedure (refer to Activity Centres inc. cleaning policy)
- Educators must wear gloves when assisting children with toileting, nappy change or changing soiled clothing.
- Educators must wear gloves when cleaning the toilets ( refer to Activity Centres inc. cleaning policy)
- Educators must use effective hand washing techniques after toileting, handling soiled clothing, bodily fluids and after assisting children with toileting issues or after removing disposable gloves.
- Soiled clothing must be double wrapped in plastic bags and given to the child's family for laundering (as per Activity Centres Inc. laundry policy).
- Families will be informed through conversations and in the family hand book of children's need to have spare clothing in their bags.
- Wherever possible children will have access to replacement clothing, including clean undergarments.
- Educators will protect themselves and the child they are caring for during toileting to ensure that their dignity and individual needs are met and maintained.
- Two Educators may be required in some cases when changing children, however current staff to children ratios must be considered as not to compromise adequate supervision for the other children at the centre.
- Educators will encourage children to self assist with all aspects of toileting and effective hand washing techniques.
- Educators will inform children through informal conversations the right for a person's individual need for privacy and to show consideration for others.

## **Checklist for educators**

- ✓ Educators must wash their hands using correct hand washing techniques
- ✓ Ensure that the necessary items are readily available i.e. clean underwear and or nappy, wipes, gloves, paper towel, child's creams and change of clothes if necessary and a plastic bags.
- ✓ Put on disposable gloves.
- ✓ Remove the child's clothing, if soiled place into plastic bag.
- ✓ Remove soiled nappy and or underwear and place immediately into a plastic bag.
- ✓ Clean the child's bottom with wipes and or toilet paper.
- ✓ Use any appropriate creams as required by the child's parent and or Doctor.
- ✓ Remove gloves and place into plastic bag for disposal. (get clean gloves if needed)

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- Place a clean nappy and or underwear on the child.
- Re-dress the child.
- Wash the child's hands using a wipes or encourage the child to wash their hands in the bathroom basin.
- Wash your hands as per current hand washing procedures.
- Place any items of clothing into a double wrapped plastic bag for parents to wash.
- Place any gloves, nappies or rubbish into a plastic bag and dispose of into an outside bin.
- Re wash your hands as per hand washing procedures
- Return the child to activities.

\_\_\_\_\_ end of policy \_\_\_\_\_

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Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 14<sup>th</sup> June 2012**

Toileting and nappy change Policy is to be reviewed by the 14<sup>th</sup> June 2015