

## **Policy Statement**

Our Organisation will provide a hygienic environment for toileting and nappy change for Educators, children, families and visitors. 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 of respect for the wellbeing of them and others.

## **Toileting Procedures – OOSH & LDC**

- ✓ All toilet facilities will have access to a hand basin or sink with running water
- ✓ All toilet facilities will have access to soap and paper towel or hand dryer
- ✓ Wherever possible, women and girls will have access to proper feminine hygiene disposal
- ✓ All Educators will be responsible for monitoring the availability of hand wash and paper towel
- ✓ Children will be encouraged to inform Educators if the toilets need attention
- ✓ Where the Service 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. Hygiene and Cleaning Policy)
- ✓ Educators must wear disposable gloves when assisting children with toileting, nappy change or changing soiled clothing
- ✓ Educators must wear disposable gloves when cleaning the toilets
- ✓ Educators and children must use effective hand washing techniques after toileting, handling soiled clothing, bodily fluids and after assisting children with toileting issues and after removing disposable gloves
- ✓ Soiled clothing must be double wrapped in plastic bags and placed in soiled clothing container then given to the child's family for laundering (as per ACI's Hygiene & Cleaning Policy)
- ✓ Families will be informed through conversations of children's need to have spare clothing in their bags
- ✓ Wherever possible children will have access to replacement clothing, including clean under wear
- ✓ 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 Staff to child ratios must be considered as not to compromise adequate supervision for the other children at the Service
- ✓ 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

## **Nappy Change Procedures – LDC**

- ✓ Prior to bringing the child to the nappy change area, Educators will ensure that a clean nappy, powder, wipes, paper towel and any creams are in easy access for Educators
- ✓ When you know a child has soiled their nappy use only your hands to carry the child keeping them away from your body. Hold the child away from your body when picking them up. Remember to adhere to WH&S and bend at the knees when lifting or picking a child up
- ✓ If the child is walking encourage them to walk to the nappy change area
- ✓ Place a paper towel/liner on the lower half of the nappy change mat. Place the child on the change mat and put on a pair of disposable gloves
- ✓ Undress the child from the waist down, remove the wet or soiled nappy and put it in a Nappy Bag and then place in the nappy bin. If soiled use two nappy bags.
- ✓ Clean the child's bottom wiping from front to back with wipes.
- ✓ Remove gloves by peeling back from your wrists, turning them inside out as you go. Do not let your skin touch the outer contaminated surface of the gloves. Dispose of gloves in a lined garbage bin
- ✓ Remove paper towel/liner and place in a 'hands free' lidded bin
- ✓ Place nappy under the child's bottom and put on clean gloves if cream/powder needs to be applied to the child's bottom. Always check the Nappy Cream/Powder Chart to ensure that you are applying the correct cream/powder to each child
- ✓ Soiled clothing must be double wrapped in plastic bags and placed in soiled clothing container then given to the child's family for laundering

- ✓ Remove gloves and dispose of as above. Dress the child and clean their hands with a wipe. Now you can hold the child close to you and remove them from the nappy change mat, remembering to adhere to WH&S and bend your knees as you place them back on the floor. Take the child out of nappy change room.
- ✓ Put on clean gloves and thoroughly clean the nappy change mat with detergent and warm water. Use paper towel for drying the surface
- ✓ Clean the nappy change mat with disinfectant (as per Manufacturer's instructions)
- ✓ Wash your hands with soap and water drying them thoroughly
- ✓ Do not leave a child alone on the change mat at any time. If an item is out of reach, call another Educator for assistance or remove the child from the change mat
- ✓ At all times, one hand must be kept on child to prevent them from falling from nappy change table
- ✓ At the end of the day, nappy change area will be cleaned and disinfected

## Nappy Change Procedures – OOSH

- ✓ Educators will discuss with families any routines for children who wear pull ups
- ✓ Soiled clothing must be double wrapped in plastic bags and placed in soiled clothing container then given to the child's family for laundering

## Educators Responsibilities – OOSH & LDC

- ✓ To minimise the risk and spread of infectious diseases that are transmitted by faeces and other body fluids through children's toileting and changing children's nappies
- ✓ Consider and accommodate the specific health and hygiene needs of older children in care, giving consideration to protecting their dignity and respecting their right to privacy
- ✓ Nappy changing facilities must be designed, located and maintained so as to prevent unsupervised access by children
- ✓ Nappy change facilities must be separate from food preparation facilities
- ✓ The dignity and need for privacy of each child is to be respected during nappy change
- ✓ Liaise with families to establish and maintain nappy change routines for each child
- ✓ Provide information about each child's nappy change to their family each day via methods that suit the Service

## Families Responsibilities – LDC

- ✓ Discuss toileting and nappy change issues, if any, relating to their child with an Educator
- ✓ Work in partnership with Educators to ensure toileting and nappy changing with their child is addressed with consistent routines and minimal stress
- ✓ Provide adequate spare clothing for Educators to use

## Considerations

### Education and Care Services National Law

165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
301	National regulations

### Education and Care Services National Regulations

Reg 84	Awareness of child protection law
Reg 88	Infectious diseases
Reg 90	Medical conditions policy
Reg 91	Medical conditions policy to be provided to parents
Reg 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg 106	Laundry and hygiene facilities
Reg 109	Toilet and hygiene facilities
Reg 112	Nappy change facilities
Reg 155	Interactions with children

Reg 157	Access for parents
Reg 168	Education and care service must have policies
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

## Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 1 Educational program and practice	1.1 Program	1.1.3 All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning
QA 2 Children's Health and Safety	2.1 Health 2.2 Safety	2.1.2 Health practices and procedures 2.2.1 Supervision 2.2.3 Child protection
QA3 Physical Environment	3.1	3.1.1 Fit for purpose
QA 4 Staffing Arrangements	4.2 Professionalism	4.2.2 Professional standards
QA5 Relationships with children	5.1 Relationships between Educators and children	5.1.2 Dignity and rights of the child
QA 6 Collaborative partnerships with families and communities	6.1 Supportive relationships with families  6.2 Collaborative partnerships	6.1.1 Engagement with the service 6.1.2 Parent views are respected 6.1.3 Families are supported 6.2.2 Access and participation
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management systems

## Activity Centres Inc. Policies and Procedures

Child Protection	Laundry
Child Safe Environment	Physical Environment
Communications	Sleep and Rest for Children
Comfort	Staff Professionalism
Enrolment	Supervision
Hygiene and Cleaning	Vacation Care
Indoor Environment	Work Health and Safety
Infectious Diseases	

## My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>Children feel safe, secure and supported</li> <li>Children learn to interact in relation to others with care, empathy and respect</li> </ul>
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> <li>Children take increasing responsibility for their own health and physical wellbeing</li> </ul>
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> <li>Children interact verbally and non-verbally with others for a range of purposes</li> </ul>

## Early Years Learning Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>• Children feel safe, secure and supported</li> <li>• Children develop their emerging autonomy, inter-dependence, resilience and sense of agency</li> <li>• Children learn to interact in relation to others with care, empathy and respect</li> </ul>
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> <li>• Children take increasing responsibility for their own health and physical wellbeing</li> </ul>
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> <li>• Children interact verbally and non-verbally with others for a range of purposes</li> </ul>

## Legislation

## Websites

Early Childhood Australia Code of Ethics	<a href="http://www.earlychildhoodaustralia.org.au">www.earlychildhoodaustralia.org.au</a>
NSW Health	<a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a>
United Nations Convention on the Rights of the Child	<a href="http://www.unicef.org.au">www.unicef.org.au</a>
Staying Healthy Preventing infectious diseases in early childhood education and care services	<a href="http://www.nhmrc.gov.au">www.nhmrc.gov.au</a>
Work Health and Safety Act 2011 NSW	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>

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

Endorsed by the Management Committee on the 21 November 2022  
 Toileting and Nappy Change Policy is to be reviewed by 21 November 2027