

## 2.7 Nappy Change and Toileting

**Applies to:** All Koorana staff working in Preschools and families attending Koorana Preschools.

**Purpose**

To ensure that appropriate changing and disposing of nappies and appropriate toileting of children is conducted to minimise the spread and risks of infectious diseases transmitted by faeces and other body fluids between children and staff.

**Version: 1**

**Date approved: 20/4/2016**

**Next review date: 20/4/2016**

**Approved by: CEO**

**Policy context:** This policy relates to

Standards or other external requirements	National Quality Standards – Quality Area 2 – Standard 2.1, Elements 2.1.1, 2.1.3 & 2.1.4.
Legislation or other requirements	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations [Regulation 88; (2)(c) under Regulation 168] Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Public Health Act 2010 (NSW) NSW Public Health Regulation 2012
Contractual obligations	N/A
Resources	Staying Healthy in Childcare, NHMRC, 5th edition, 2012 University of NSW - Health and Safety in Children's Centres (2nd Edition Revised, 2003)

**Documents related to this policy**

Related policies	2.5 Infection Control – Minimise Spread of Infectious Diseases and Exclusion 2.6 Hand Washing
Forms, record keeping or other organisational documents	N/A



### Definitions

*“Koorana” means Koorana Child and Family Services Incorporated.*

*“Parents” includes a legal guardian.*

*“Staff” is a Koorana staff member working in the Preschool, e.g. Educator, Administrator or Key Worker. This may also include other Koorana staff such as Case Managers, Early Linker, Therapists, Head Office Administrators, Home and Community Based Key Workers and Koorana Management when visiting or working in the Preschool.*

### POLICY STATEMENT

Disease transmitted by faeces and urine is more likely to spread between children, Educators or staff through changing and handling soiled nappies.

Efficient changing and disposal of soiled nappies significantly reduce risks and the spread of diseases transmitted by faeces and body fluids.

### PRACTICES

#### Nappy Change

##### General

- Maintain clean, safe and age appropriate nappy change facilities.
- All staff will follow the nappy change procedure. This procedure will be on display in the nappy change area.
- The Preschool will have hand washing and drying facilities immediately adjacent/in the vicinity to any toileting or nappy change areas.
- Children should be encouraged to walk to the nappy change area where possible.
- 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 including appropriate facilities for children with additional needs.
- Nappy change benches or mats with an impervious washable surface will be used.
- Gloves are to be worn 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 Preschool will support the parents wish.
- Appropriate safe storage/disposal facilities for soiled nappies will be used. These are kept separate from children's play and eating areas and are stored in bathrooms. Nappies are disposed of daily in the domestic waste collection or contracted waste disposal service.



- Children will be changed at routine times throughout the day and in between these times when required.

#### *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 labelled (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

#### *When Changing Nappies*

- Have all the supplies you need ready, e.g. gloves, nappy, plastic bag, wipes, and unlock the nappy bin lid.
- Wash your hands following the recommended hand washing procedure.
- Get the child and encourage the child to walk to the nappy change area (where appropriate).
- Put on disposable gloves.
- Place paper towel on the nappy change mat.
- Ask the child to lie on the nappy change table and adjust height of the change table accordingly.
- Remove clothing (Bag soiled clothes and securely tie the plastic bag to send home if required).
- Remove the wet or soiled nappy from under the child then re-secure nappy with tabs. Dispose the wet nappy in the nappy bin or soiled nappy into a nappy bag and leave the nappy bag open to add wipes, paper towel and gloves. If the child is wearing a cloth nappy, remove the soiled cloth nappy from under the child and place into a 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 wipes in the nappy bin for wet nappies or for soiled nappies into the plastic bag with the nappy.
- Remove paper towel and dispose in the nappy bin for wet nappies or for soiled nappies into the plastic bag with the nappy and wipes.
- Remove gloves and dispose of in the plastic bag with nappy, wipes and paper towel for soiled nappies or the nappy bin for wet nappies.

- Dispose plastic bag into the nappy bin where required.
- Apply cream if required with a clean glove and dispose glove into the nappy bin.
- Put the clean nappy on and re-dress the child.
- Help the child away from the change table after adjusting height of the table.
- Assist the child in washing their hands by washing your hands with the child.
- 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.

NEVER leave the child unattended.

#### *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. This also makes it easier to clean the nappy change mat after each nappy change.

### **Toileting**

#### *General*

- Preschools will maintain clean, safe and age appropriate toileting facilities.
- Staff will supervise children at all times.
- Staff teach and model to children good hygiene practices related to toileting.
- All staff will follow the toileting procedure. This procedure will be on display in the toileting area.
- Children are encouraged to undress and dress themselves to assist in the development of their self-help skills including nappies/pull ups. Staff will check nappy/pull up prior to children taking the nappy/pull up off. Staff will assist children with dressing and undressing when needed.
- Staff will take off the child's nappy/pull up during toilet training if the nappy or pull up is soiled or wet.
- If the nappy or pull up is wet children will be encouraged to sit on the toilet and staff will dispose the nappy/pull up into the nappy bin.
- If the nappy or pull up is soiled staff will follow the nappy change procedure.
- Children are encouraged to sit or stand properly on the toilet with the aid of staff or the step if required to get on the toilet.

- Children are 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 of after each use (disposable baby wipes need to be disposed of in the 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 staff and placed into plastic container labelled 'Clothes to go home' 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 are encouraged and assisted by staff to flush the toilet either using correct half or full flush.
- Staff will assist and teach children to wash their hands after toileting using the recommended hand washing procedure.
- Staff will educate the children that the toilet area is not for playing in.
- Staff will supervise children at all times.
- 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 2.5 – Infection Control – Minimise Spread of Infectious.
- Staff will wash their hands using the correct hand washing procedure after assisting or changing each child.
- As children show signs of readiness to toilet train, parents are encouraged to plan an approach with staff where applicable for consistent toilet training routines and practices.
- Children should feel secure at all times with encouragement and praise used. Staff will never force children to use the toilet or use punishment when accidents happen.

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

- Staff must cover all cuts or open sores, particularly on their hands, with appropriate dressing at all times at the Preschool.
- Staff must wear disposable gloves for any action that involves potential contact with urine, faeces, or a body fluid. Staff will wash their hands before and after wearing the gloves.