

POLICY NO 26: NAPPY CHANGING, TOILETING AND BATHING

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

Our Village Family Childcare (OVFC) children will be provided with safe, hygienic, and developmentally appropriate nappy changing, toileting and bathing routines.

Nappy changing, toileting and bathing routines will be carried out in a respectful and caring manner, with positive learning outcomes for children.

Children have the right to privacy, dignity and respect and nappy changing, toileting and bathing will be conducted in a way that are respectful to children while ensuring hygiene is maintained.

CRITICAL INFORMATION:

- Children should never be left unattended during a nappy change procedure on a changing table and keep a hand on the child for the entire time. Refer to attachment 'A' for a safe nappy changing procedure.
- Children should never be left alone in the bath or bathroom or in the care of another child. If a child must be bathed and there are other children in care, try and do it when an approved assistant Educator is available to assist with the other children or contact a Coordination Unit staff member to assist.

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PURPOSE:

To ensure nappy changing, toileting and bathing procedures are a positive experience for all children, demonstrating respect for their age and level of development, with positive learning outcomes for children while protecting and minimising the risk of infection and cross infection for children, their families, Educators, their family members, and Coordination Unit staff.

SCOPE/RESPONSIBILITIES:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of OVFC.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

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PROCEDURES:

As with all aspects of the program, the physical environment plays a key role in how well nappy changing and toilet training learning go both for Educators and for children.

Nappy Changing and the Physical Environment

- All nappies should be changed regularly to ensure the comfort, health and hygiene of babies and toddlers is maintained.
- All nappy change routines should be used as an opportunity to talk and interact with the children.
- Toddlers should be prepared by explaining why the change is needed and permission asked to check their nappy.
- Children should never be left unattended during a nappy change procedure on a changing table and keep a hand on the child for the entire time.
- All nappy changing areas should be positioned to allow adults to be able to supervise all children while they are changing nappy.
- All elements of the nappy change area including the bathroom, accessories – change mats, toilet seat inserts etc. must be easy to keep clean.
- All nappy changing areas must have a change mat/waterproof washable surface for the nappy changing process.
- Educators need to make sure that all supplies required for the nappy change process are easily accessible. This includes:
 - Paper towel
 - Disposable Gloves
 - Nappies
 - Plastic or paper bags
 - Wipes

- Clothes etc.

NAPPY CHANGING PROCEDURE

- Wash your hands.
- Get a walking child to walk to the change table area.
- Carrying a child away from your body is only necessary if there are faeces on the child or on his/her clothing.
- Place a paper sheet on the changing table.
- Always wear gloves when changing a nappy
- Remove the child's nappy and dispose of it hygienically when possible.
- Remove any soiled clothing.
- Clean the child's bottom.
- Remove the paper and any wipes and dispose of it hygienically when possible.
- Remove the gloves now, before touching the child's clean clothes. Remove the gloves by peeling back from your wrists, turning them inside out as you go. Do not touch the outer soiled/contaminated surface of the gloves. Put the gloves in the bin.
- Put on a clean nappy and dress the child.
- Wash and dry the child's hands, even if they are not visibly soiled.
- Take the child away from the changing table.
- Clean the changing table with water and detergent paying particular attention to the mat after every nappy change.
- Wash your hands.

The surface of the nappy changing mat is smooth and in good condition to prevent the spread of germs.

Educator Supervision

- Educators need to ensure they have all the supplies they need before they begin the nappy change.
- During the nappy change Educators need to give the child their attention during the nappy change and use the time for meaningful interaction e.g., by singing songs, using positive language and engage in chatter about the child's interests or current activity making it a more pleasant experience.
- Educators need to make sure they are in constant contact with the child whilst they are on the nappy change mat/bench and have at least one hand on the child and/or the Educator stands in front of the child to minimise the risk of injury.

Toileting and Toilet Training

Learning to use the toilet is a big step for toddlers and it can be difficult for some. Most children are not ready before they are two years old. It is always important to be positive as many new skills are being learnt. If at any time you and the child's parents encounter problems – Contact the Coordination Unit for further information. Please note younger children are directly supervised when using the toilet and washing their hands, whilst older children are supervised in a way that allows independence and their right to privacy.

Signs of readiness:

- Child knows when they need to urinate or use bowels.
- The child can hold on for a short time so that they can get to the toilet.
- The child takes an interest in others using the toilet.
- They are pulling at the wet/dirty nappy or telling you it is wet.

Getting ready to toilet train:

Do not start training until the parents/guardians have already established the first steps, which include the child having a word or words for identifying they needs to go to the toilet, and they are familiar with the toilet.

To start:

- The process needs to be kept low key and avoid calling unnecessary attention to it or putting pressure on the child to succeed.
- Try and get to know each child's usual time for bowel movements. Observe the child for signals and guide them to the toilet in time.
- Acknowledge Success, no matter how infrequent or small.
- Expect accidents and setbacks and treat them in a support manner.
- Do not shame, punish or embarrass any child or make a child feel bad about any aspect of using the toilet.
- Ensure consistent communication and share information with families about how the toilet learning is going at home as well as in care.
- Support the child's independence by making tasks manageable and being present to provide help and encouragement as needed. Allow children to do things such as toileting, providing a footstool for the toilet, washing hands, flushing the toilet, keeping the bathroom environment clean independently, while at the same time keeping in mind the importance of hygiene and aiding when needed. Ensure those who can use the toilet, that they are freely accessible by the children.
- Help the children in ways to empower then by giving just enough to encourage the child to persevere and feel a sense of pride when they are successful. (For hygiene purposes potties are not recommended for use in the service)

Hygiene/Toileting & Toilet Training Procedure:

- Ask parents and Guardian to supply multiple changes of clothing.
- Assist the child to use the toilet (if required)
- Assist the child to wash their hands (if required), aske the older children if they have washed their hands. Have discussions with the children about the importance of hand washing and how it will stop germs spreading.
- Ensure you wash your hands following correct hand washing procedure.
- All soiled clothing is to be placed in a plastic bag/waterproof bag for parents/guardian to take home at the end of the day.
- Infection control & hygiene practices must be adhered to – Policy 24.

To ensure consideration is given to protective behaviours when undertaking toilet training, Educators will:

- Show respect to the child as they are assisting, considering the child's privacy, explaining what they are doing and how they will do it.

- Ensure other members of the Family Day Care Educator household do not toilet a child.

Bathing:

- Family Childcare children should only be bathed while in care under certain circumstances. These include:
 - The child is in 24-hour care.
 - The child has soiled himself and the nappy changing procedure is insufficient to make the child comfortable.

Children should never be left alone in the bath or bathroom or in the care of another child. If a child must be bathed and there are other children in care, try and do it when an approved assistant Educator is available to assist with the other children or contact a Coordination Unit staff member to assist.

Bathing Procedure

- Occupational Health & Safety procedures must be followed (refer to Policy 28)
- Have washers, soap, shampoo, bath toys, towels, clothing, and the changing area ready before you commence the bathing routine.
- Cover or disable the hot tap handle.
- Run a warm bath by starting with running cold water first – never use hot running water only – and finish by turning the cold water tap off last.
- If you use a baby bath aid such as an infant seat, it must be used for support only while you soap, wash and chat with the child.
- If there is a distraction (e.g., phone call or knock on the door) Educators should either ignore the interruption or take the child away from the bath, wrapping the child in a towel and accompanying the Educator.
- If the child is in nappies – follow the nappy changing procedure.

Bathing infants:

- An appropriate baby bath must be used in a safe position.
- The above bathing procedures apply.

Recommended references:

- www.keepwatch.com.au
- [Kids Health Information: Safety: Bath time \(rch.org.au\)](http://Kids Health Information: Safety: Bath time (rch.org.au))

APPENDIX:

- **APPENDIX A: NAPPY CHANGING PROCEDURE**

REFERENCES:

- [Education and Care Services National Regulations, \(updated version July 1, 2023\)](#)
- [National Health and Medical Research Council – Staying Healthy in Child Care – 5th Edition](#)
- [Royal Lifesaving - Water Safety at Home](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Dealing with Infectious Diseases – 24
- Monitoring, Support & Supervision of Family Day Care Educators - 21
- Occupational Health and Safety – 28
- Active Supervision – 52
- SCCH Client Empowerment Policy and Procedure
- Overnight Care Work Instruction

VERSION CONTROL AND LEGISLATION:

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NAPPY CHANGING PROCEDURE

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- Carrying a child away from your body is only necessary if there are faeces on the child or on his/her clothing.
- Place a paper sheet on the changing table.
- Always wear gloves when changing a nappy
- Remove the child's nappy and put it in a 'hands-free' lidded bin.
- Remove any soiled clothing.
- Clean the child's bottom.
- Remove the paper and any wipes and place in a 'hand -free lidded bin.
- Remove the gloves now, before touching the child's clean clothes. Remove the gloves by peeling back from your wrists, turning them inside out as you go. Do not touch the outer soiled/contaminated surface of the gloves. Put the gloves in the bin.
- Put on a clean nappy and dress the child.
- Wash and dry the child's hands, even if they are not visibly soiled.
- Take the child away from the changing table.
- Clean the changing table with water and detergent paying particular attention to the mat after every nappy change.
- Wash your hands.

The surface of the nappy changing mat is smooth and in good condition to prevent the spread of germs.