

WCS Children's Services

HYGIENE - Nappy Changing Policy

Purpose

Nappy changing and toileting rituals are valuable opportunities to promote children's learning, meet individual needs and to develop strong relationships with children. Having their needs met in a caring and responsive way builds children's sense of trust and security.

Policy Statement

This Policy recognises the importance of: correct hygiene principles in minimising the spread of disease during nappy changing and toileting; close cooperation with parents to ensure that toilet training and toileting are positive experiences for the children both at home and at the Service; and, a calm, positive and affirming response to toileting accidents.

Strategies and Practices

- Children's need for privacy during toileting, dressing and undressing times are respected at all times.
- Educators use nappy changing as an opportunity for one-on-one interaction (e.g. talking, singing) with the child.
- Educators respond to toileting accidents calmly and positively, and encourage children in their efforts to become independent.
- Educators consult with the parents to obtain information on each child's toilet training readiness and routine at home and implement these routines to ensure consistency between home and the service. These details are documented in the child's individual developmental file.
- Parents are asked to provide sufficient nappies for infants and underwear for toddlers each day.
- The Nappy Change Procedure and the Toileting Procedure are displayed if possible in the nappy-change and toilet areas, respectively.
- Educators follow the correct Nappy Change Procedure and the Toileting Procedure.
- The Hand washing Poster – NHMRC can be displayed if possible in relevant areas of the service, such as bathrooms, nappy change areas and food preparation and serving areas.
- Educators model correct hand washing procedures to children, and intentionally teach them these procedures. They remind children to wash their hands every time after toileting.
- Educators show/remind children how to flush the toilet.
- Older children can access the toilet at will. Educators are alert to the signs of younger children needing toileting.

- Infant nappy changes are recorded on the Nappy Change Chart – Infants and toddlers changes are recorded on the Nappy Change Chart – Toddlers. This information is made available to parents each day, and the charts are filed for future reference.
- Educators ensure infants and toddlers in nappies always wear clothing over the nappies to minimise any risk of spreading infection.
- Educators regularly check that the toilet areas are clean and ensure that the dispensers have sufficient toilet paper and soap.
- Educators receive training in correct nappy changing and toileting procedures, and the topic is a frequent agenda item in team meetings.
- Babies are never left unattended on the change table, and the educator keeps one hand on the baby at all times the baby is on the table.
- Please see Procedures for each Service type as these may vary.

Responsibilities of parents/guardians

- To supply the service with sufficient nappies/underwear each day for their child
- To provide the service with information about their child's toilet training readiness and routine at home to educators to ensure consistency between home and the service.

Links to other policies

- Hand washing Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2017

Regs	109	Toilet and nappy change
	112	Nappy change facilities
	115	Premises designed to facilitate supervision

QA	1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
	1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
4.2.2	Professional standards guide practice, interactions and relationships.
5.1.2	The dignity and rights of every child are maintained.
7.2.3	Educators, coordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Sources, further reading and useful websites

Sources

- Links Education and Care Services National Regulations 2011, 2017
- National Quality Standard 2011, 2018
- National Health and Medical Research Council. (n.d.). – *Changing a nappy without spreading germs.*
<http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch43poster2.pdf>
Staying Healthy accessed 20 March 2012
- National Health and Medical Research Council. (n.d.). *Hand washing.*
<http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch43poster1.pdf>
accessed 20 March 2012
- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, www.childcarebydesign.com.

Further reading

- Mundy, L. (2010). *Toilet Training.* http://ncac.acecqa.gov.au/educator-resources/pcf-articles/ACCA_Toilet_Training_Sept10.pdf accessed 20 March 2012
- NCAC. (2010). *Factsheet for Families: Toilet Training in Childcare.*
http://ncac.acecqa.gov.au/educator-resources/pcf-articles/FF_Toilet_training_in_childcare_Sept10.pdf accessed 20 March 2012.
- NCAC. *A matter of respect: Recognising young children's right to privacy.*
http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Recognising_chns_right_to_privacy_Sept10.pdf accessed 20 March 2012

Useful websites

- National Health and Medical Research Council – www.nhmrc.gov.au/
- Queensland Health – www.health.qld.gov.au/
- The Royal Children's Hospital – www.rch.org.au/

Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified or within 24 hours. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

Person Responsible for Review:

Manager, Children's Services

Implementation Date:	3 November 2014	Review Date:	August 2018
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Modification History

Date	Sections and/or Paragraphs	Source	Details
2016/04	Whole document	Childcare educators	Review of procedures
2016/08/29	Format changes		WCS Internal changes
2018/02/08	Quality Areas	Revised National Quality Standard 2018	

Related Documents

Refer to HR Manual –cross reference to WCS documents such as: WCS Services Guide, WCS Values and Strategic Plan.

Approved by Susan Henderson, Manager Children's Services



Date: 16 January 2017