



IRRAWANG PUBLIC SCHOOL PRESCHOOL

Nappy Changing and Toilet Training

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.1, 5.1</p> <p>Regulations: 77, 106, 112</p>	<p>Leading and operating department preschool guidelines</p>	<p>Staying Healthy: Preventing infectious diseases in early childhood education and care services, chapter 3.2: Hygienic nappy changing and toileting</p> <p>Changing a nappy without spreading germs [PDF 848 KB]</p> <p>ACECQA information sheet – Toileting and Nappy changing principles and practices [PDF 705 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times. all staff involved in the preschool are familiar with and implement this procedure. all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p>

	<ul style="list-style-type: none"> ● analysing complaints, incidents or issues and the implications for updates to this procedure ● reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities. ● planning and discussing ways to engage with families and communities, including how changes are communicated. ● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> ● all staff in the preschool and daily practices comply with this procedure ● this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers. ● they are actively involved in the review of this procedure, as required, or at least annually. ● details of this procedure's review are documented.

Procedure

Collaborating with families	<ul style="list-style-type: none"> ● Preschool families can communicate with the preschool around their child's toileting needs prior to enrolment through the Expression of Interest process and during the preschool enrolment interview. ● The Preschool Educator will meet with the family prior to the child starting preschool to discuss and document their child's toileting needs. ● Families of children who are wearing nappies are asked to supply nappies, wipes, plastic bags and changes of clothing in their child's bag. ● The preschool staff will call families when nappy changing supplies are not provided or run out and ask that families to replenish the supply. Preschool has a supply of wipes, plastic bags and spare clothes that can be used in the absences of these items in a child's bag, however, nappies must be supplied by the families. ● If a child requires a cream to be applied to their child due to a nappy rash, families are required to supply the cream in its packaging, labelled with their child's name. Staff will apply cream as per the instructions on the label during nappy changing. This information will be documented in the staff only communication book on arrival and cream handed directly to the staff member or maybe a part of a child's tailored health risk management plan. This information will also be noted in the 'Nappy Changing and Toilet Training Diary' which will be made available to families at pick up. Information collected will include: <ol style="list-style-type: none"> 1. Child's name 2. Date 3. Time 4. S – soiled, W – wet 5. Preschool educator's name
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	<p>6. Name & signature of parent.</p> <ul style="list-style-type: none"> ● Nappy rash creams will be handed back to families at pick up or stored in an area close by to the area the child will be changed. The location of the nappy rash cream will be documented in 'Nappy Changing and Toilet Training Diary'. ● The 'Nappy Changing and Toilet Training Diary', is located on the wall at the entrance to the children's toilet for staff to access. ● Although it is the parent's role to toilet-train their child at home, young children's toilet skills are still developing, so it is appropriate for preschool staff to support parents in encouraging and reinforcing good toileting habits. ● All staff have a duty of care for the safety and wellbeing of children. This might involve helping when there are difficulties with the toileting procedure, undressing for the toilet or in responding to soiling or wetting. When helping children with toileting, staff can take the opportunity to extend children's skills by actively encouraging them to be responsible for their own toileting and handwashing. ● Staff should model and teach children to adopt hygienic practices such as flushing and effective handwashing. ● During the preschool enrolment interview, families are asked about the child's toilet training routine to ensure consistency between home and preschool e.g. Child asked to 'try' every hour to go to the toilet as per home. This will be documented in the 'Nappy Changing and Toilet Training Diary'. ● For children not toilet trained, the preschool educator will collaborate with their family during the enrolment process to develop an individual learning goal related to toilet training. These goals may be achieved or changed during the preschool year which will be discussed with the family as developments occur or when re-evaluated for the child.
<p>Meeting the needs of children</p>	<ul style="list-style-type: none"> ● To ensure supervision of all children is maintained, while one staff member is changing a child's nappy a third staff member is sourced from the school via a phone call to the office. A third staff member is present to ensure supervision ratios are in place. Whilst one staff member changes a nappy, the second staff member stays within view of the staff member changing the nappy and stands in a position to view all the children. A third staff member is called to be in supervision of all children. ● Staff will put on gloves (single use) and place clean paper sheets on the change table. ● Children who are able to, will walk to the change table and will be encouraged to walk up the small steps provided. Preschool educators will support children to navigate the steps to get onto the change table. ● Staff will remove the child's lower clothing items to change the nappy as required.

- Preschool staff will open the nappy and use their visual skills to determine what actions will need to be undertaken:
 1. If the nappy is only wet with urine, the preschool staff member will use nappy wipes to clean and freshen the nappy area. Preschool staff will pay particular attention to wiping girls in a downward motion to ensure cross contamination between the bottom and genitals is prevented.
 2. If the nappy is soiled with faeces, the preschool staff member will use the nappy to wipe excess faeces from around the nappy area. They will then use nappy wipes to clean the soiled area. Preschool staff will pay particular attention to wiping girls in a downward motion to ensure cross contamination between the bottom and genitals is prevented.
- The preschool staff member will remove the nappy and paper towels and fold securely and close with the tabs, then remove gloves and place the nappy and gloves into the nappy bin. Preschool staff will ensure they always retain one hand on the child to prevent falls off the table. Without gloves, the child will be placed in a fresh nappy and clean clothing.
- Visual cues are provided for children along with prompts and reminders to support toilet training in the form of Auslan signing of toilet, visual cue for toileting on staff lanyards and visuals displayed in the bathroom to support toilet training. Tailored support for specific children is outlined in the child's tailored risk management plans.
- Preschool staff are required to become familiar with children's specific needs by having access to child specific information through the sharing of children's tailored specific risk management plans, staff communication books and staff meetings. Information is also provided through the SWAY to all school staff and through the Preschool Casual staff folder.
- Preschool staff will observe and support children if and when required to use the bathroom effectively. Support will involve direct supervision in the bathroom until such a time as the child can manage tasks independently.
- Preschool staff will guide and model to children safe and hygienic practices through a hand washing song and verbal instructions on how to wipe correctly.
- Nappy changing and toilet training is conducted in a positive and calm manner. Children are reassured that accidents happen, and that staff are there to help them and support them to develop an understanding and control over their own bodily functions. At no time will a child be responsible for cleaning up bodily fluid accidents. This is the responsibility of staff only.
- Children are supported through project work at preschool to learn to have a strong sense of wellbeing (*EYLF Outcome 3*). Children are aware of and develop strategies to support their own mental and physical health and personal safety. Children learn to recognise and communicate their body needs, (e.g. thirst, hunger, rest, comfort, physical activity) and are encouraged and supported to show increasing independence and

	competence in personal hygiene.
Safety and hygiene	<ul style="list-style-type: none"> ● Preschool staff refer to chapter 3.2 of Staying Healthy: Preventing infectious diseases in early childhood education and care services to ensure safety and hygiene are maintained. ● Preschool staff will follow all health and hygiene practices whilst supervising children in their bathroom by: <ul style="list-style-type: none"> - Use single use gloves to wipe bottoms. - Use single use gloves to wipe down basins and toilets throughout the day. - Use paper towel and dishwashing liquid and water spray to wipe down bathroom surfaces and spills on the floors. - A floor wet sign will be placed in the area to help redirect children away from the area whilst drying. - Wash hands with soapy water after activity in the bathroom. ● A nappy changing table is provided for nappy changes which is separate from food preparation and serving areas. No children under three are serviced at the preschool. A nappy disposal bin is provided in the nappy change area. This bin is regularly emptied by a service contracted to the school. ● When a nappy is to be changed the door will be propped open to maintain child and educator child protection measures. If multiple children require nappy changes throughout the day, the nappy change area could be relocated to the child's bathroom area.
Meeting the needs of the staff	<ul style="list-style-type: none"> ● Pregnant preschool educators will not change nappies due exposure risk to cytomegalovirus (CMV). (Refer to Education and Care Service National Regulations). ● Children with medical conditions that require specific support for toileting, for example catheterisation, will need an individual Health Care Plan. ● Both Educator and SLSO staff are responsible to facilitate toilet training and nappy changes. Staff will communicate who will be responsible for the nappy changing and who will attend to any toileting accidents. Who will directly assist a child who requires a nappy change or toileting assistance can be directed by the child or by staff according to roles and responsibilities during the day, e.g. Educator with duty change, SLSO. This may be the educator who has a consistent relationship with the child taking responsibility and the SLSO then supports. ● There are adult hand washing facilities provided in the nappy change area. The nappy change area is currently in the disabled/staff toilet area. There are also adult washing facilities in the preschool classroom on the opposite side to the glass windows of the children's bathroom and a hand washing only sink is located in the preschool kitchen.

	<ul style="list-style-type: none"> • Preschool staff will follow the 'Changing a nappy without spreading germs.' Nappy change procedure Staying Healthy 5th Edition 2013. This nappy changing procedure is displayed in the children bathroom area and in the disabled/staff toilet for staff to follow. • Wipes, nappies, gloves, and bags are stored on a high shelf in the children's bathroom. A basket of these items is also located in the disabled/staff toilet area within reach of the change table so that a child is not left unattended while on the nappy change table.
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Record of procedure's review

Date of review and Who was involved	<p>29/5/24 Hylie McEvoy (Preschool Educator) Alexandra Hay (Preschool SLSO)</p> <p>13/6/24 Hylie McEvoy (Preschool Educator) Alexandra Hay (Preschool SLSO)</p>
Key changes made and reason why	<p>29/5/2024 Created using the Early Learning Leading and Operating Preschool Guidelines vSept2023 template.</p> <p>13/6/24 No updates required</p>
Record of communication of significant changes to relevant stakeholders	<p>Principal: Email & Acknowledgement Spreadsheet 14/6/24</p> <p>Staff: Email & Acknowledgement Spreadsheet 14/6/24</p> <p>Parents: Sentral Parent Portal 14/6/24</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>