

Nappy Change and Toileting Policy and Procedure

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Last Reviewed:	April 2015	Next review due:	April 2016
NQF Reference:	National Law section 167 National Regulations 77, 103 106, 109, 112 NQA 2		

Policy

Disease may be transmitted by faeces and body fluids (i.e. urine) during nappy change or toileting routines. The implementation of efficient hygiene procedures significantly reduces the risk and spread of diseases transmitted by faeces or body fluids.

Blackmans Bay Childrens Service aims to assist children in becoming independent and confident in their toileting behaviours, by catering for their individual nappy changing and toileting needs, providing positive experiences and encouraging healthy, age appropriate habits in consultation with parents.

Blackmans Bay Childrens Service will implement procedures to minimise the spread and risk of infectious diseases. Extra care should be taken for pregnant women when changing nappies.

Educators will support the emotional and physical wellbeing of children at all times, including during toileting and nappy change times.

Nappy Change Procedure

A hygienic area will be specifically available for nappy changes. The area will be appropriate to the age and needs of the individual child. Children will be supervised and never left alone or unattended during this time. (The following procedure may be modified to the needs of the individual child or the physical environment).

Educators will:

1. Wash hands;
2. When coming into contact with bodily fluids, other than urine, wear gloves;
3. Where applicable, place paper on a non-porous change mat;
4. Remove the child's nappy, if a disposable nappy, place nappy in a hands-free lidded bin;
5. Place any soiled clothes (including any cloth nappies) in a doubled plastic bag and store attached to the child's bag or in a separate section of the bag from other items such as food or clean clothing;
6. Clean the child's bottom with disposable cloth; place in a hands-free lidded bin;
7. Remove the paper from under the child and place in a hands-free lidded bin;
8. Remove the gloves and place them in the hands-free lidded bin;
To remove gloves:
Pinch the outside of one glove near the wrist and peel the glove off so it end up inside out;
Keep hold of the peeled-off glove in your gloved hand while you take off the other glove - put one or two fingers of your ungloved hand inside the wrist of the other glove. Peel off the second glove from the inside and over the first glove, so you end up with the two gloves inside out, one inside the other;
Put the gloves in a plastic-lined, hands free lidded rubbish bin;
9. If applying sudocrem (nappy rash cream) place on new disposable gloves; (only with written parental permission or in an emergency);
10. Wash hands;

11. Place a clean nappy on the child;
12. Dress the child;
13. Take the child away from the change table;
14. Wash your hands and the child's hands.

Cleaning Procedure

After each nappy change:

- Clean the change mat and change area thoroughly with detergent and warm water (Before use, spray bottles are to be filled with an appropriate amount of warm water and a commercial cleaning agent as per the manufactures instructions);
- Rinse the change mat and dry with single-use paper towel;
- Wash hands.

Soiled/wet clothing/cloth nappies should be place in a double plastic bag (or alternative). If the garment is to be laundered at the service, it should be:

- Soaked to remove the bulk of the contamination;
- Washed separately in warm to hot water with detergent;
- Dried in the sun.

After lunch and at the end of each day, the change/toilet area will be cleaned:

- Using a commercial cleaning agent (as per the manufactures instructions);
- Where applicable to each setting (i.e. OSHC, LDC, excursion), change mats, door handles, sinks, taps, benches and sluice handle will be regularly cleaned.
- Rubbish bins containing nappies will be emptied regularly.

Cleaning of Spills

Prompt cleaning of all spills, especially faeces or body fluids, is vital for maintaining a safe and hygienic environment. Cleaning and disinfecting the area reduces the potential risk to those utilising the area.

Strategies to prevent spills of bodily fluids includes:

- Regularly toileting children;
- Excluding children with vomiting or diarrhoea.

Where a spill occurs:

- Clean the area wearing disposable gloves;
- Place paper towel over the spill and allow the spill to soak in. Carefully remove the paper towel and any solid matter. Place in a plastic bag (or alternative), seal the bag and place in an appropriate rubbish bin;
- Clean the surface with warm water and detergent and allow to dry;
- If the spill came from a person who is known or suspected to have an infectious disease (e.g. diarrhoea) after cleaning with detergent and warm water also clean with a disinfectant;
- Wash hands thoroughly with soap and warm running water.

Potties

- It is recommended that, where possible, a child uses a toilet rather than a potty.
- If the child is to use a potty, while wearing gloves, empty the contents into the toilet and rinse with detergent and warm water after each use; wipe out using a disposable cloth.

Toileting Procedure

- Toileting routines must meet the needs of the individual child and may occur at any time throughout the day. Children who toilet by themselves should have access to the toilets at all times.
- Age appropriate supervision will be maintained.
- When younger children are ready and begin toilet training, staff will consult with parents to ensure continuity between home and the service is maintained and that it is as stress-free as possible.
- Parents are encouraged to supply a clean change of clothing for children who are toilet training.
- Children are encouraged to flush the toilet.
- Children are encouraged to wash their hands after toileting using soap and water.
- Educators will wear gloves where there is a chance they will come into contact with bodily fluids (other than urine) when assisting children or removing wet or soiled clothing.
- Where children use toilets during an excursion, the toilets must be checked by an educator for any hazards or unsuitable risks as per the risk assessment and excursion checklist prior to use. Children are to be accompanied by an educator.

Links to other policies or documents

- Excursion Policy and Procedure
- Supervision Policy and Procedure
- Interactions with Children Policy and Procedure

Sources:

NHMRC (National Health and Medical Research Council)
Staying Healthy (5th edition)
Department of Health and Human Services, Tasmania
Education and Care Services National Law
Education and Care Services National Regulations

¹ Where an educator has an open wound (i.e. a cut to their hand), gloves must be worn when changing nappies.