

# Intereach Children's Services

## Nappy Changing, Toileting and Bathing Procedure



<b>Applies to</b>	Intereach Family Day Care (FDC) and Intereach Out of School Hours (OOSH)				
<b>Policy</b>	NQS Two: Children's Health and Safety Policy				
<b>Version</b>	2.0	<b>Date approved</b>	4/5/2023	<b>Next review date</b>	4/5/2026

### 1. Objective

Safe and hygienic practices ensure children experience toileting and nappy changing that supports their health and wellbeing. Appropriate, respectful procedures and practices can also promote learning and capacity building.

#### Intereach:

- Will minimise the risk of infectious disease by taking reasonable steps to ensure the health, safety and wellbeing of children at all times, including using standard infection control precautions.
- Is committed to the rights of all children to feel safe and be safe at all times.
- Fosters opportunities for each child to participate, express their views and to learn and develop.
- Always acts in the best interests of each child whilst promoting their learning and development.

### 2. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- implement the practices outlined in this procedure and ensure the procedures are followed;
- ensure children experience safe and hygienic practices for toileting and nappy changing that supports their health and well-being; and,

It is the responsibility of educators and staff to:

- be respectful and sensitive to children's dignity and rights to privacy;
- attend to individual personal hygiene and toileting needs of each child according to recommended practices;
- give the children full attention during nappy changing, toileting or bathing and build respectful, trusting and caring relationships;
- never leave a child on the change table unattended, physical contact should be maintained with the child at all times;
- interact with children using verbal and nonverbal communication to build children's understanding of what is happening now and promote their ability to predict what will happen next in the routine;
- help children to develop and extend their self-help skills. Developing resilience and their ability to take increasing responsibility for self-help and basic health routines promote a sense of independence and confidence;
- be aware of manual handling techniques (e.g. lifting, bending);
- never leave a child unattended near water;

### **3. Communicate with families around their children's nappy changing and toileting Procedure.**

#### **3.1. Nappy Changing**

##### **3.1.1. Choice of Nappies**

Parents and education and care services may have different preferences for nappies: some may choose to use cloth nappies, and some may choose disposable nappies. However, the use of disposable nappies is strongly encouraged in education and care services. This is because disposable nappies are less likely to spread germs into the environment because they are less prone to 'leaking' than cloth nappies and can be disposed of immediately. Whether a family chooses cloth nappies or disposable nappies, it is important to minimise the risk of contact with urine and faeces when dealing with soiled nappies.

##### **3.1.2. Nappy change area design and location**

- Specifically set aside an area for changing nappies in the immediate vicinity of handwashing facilities.
- Nappy changing facilities are designed, located and maintained to prevent unsupervised access by children.
- Separate the nappy changing area from food and craft preparation area;
- Supplies for changing nappies are readily available and easy to access, including the display of the nappy changing process
- Change mats are cleaned effectively after each use - Refer to section 3.1.3.
- Ensure there is a hand free bin for the disposal of nappies
- A walking child is encouraged to walk to the nappy change area.
- Where possible, excessive lifting of toddlers and larger infants is avoided when changing nappies.
- Dummies, toys, baby bottles or food on the nappy change is not allowed.
- Pre-moistened disposable wipes are recommended to clean the child.

##### **3.1.3. Paper on the change table**

Every time a child has their nappy changed, germs are put on the change mat. 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 reach the table at all. The paper is removed in the middle of the nappy change before the child's clean nappy and clothes are put on, the paper and the germs are then put in the bin. Any paper can be used for this, paper towel is easy to use; greaseproof paper is another alternative

##### **3.1.4. Gloves**

- Disposable gloves are worn on both hands when changing nappies to prevent the spread of germs that are found in faeces and urine. Hands should be washed before and after wearing gloves.
- Gloves are removed by peeling them back from wrists and it is ensured that the skin do not touch the outer contaminated surface of the glove.

##### **3.1.5. Cleaning the nappy change area**

All nappy change surfaces should be impervious and washable. Options other than using a single mat are to use a separate, waterproof mat for each child or have two surfaces which can be alternated so that they have time to dry naturally.

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The following method is used to keep the nappy change surface clean:

- after each change, wash the surface well with warm, soapy water or wet wipes. Use a paper towel or a piece of cloth to rub the surface. Put the paper towel in the bin or the cloth aside for washing after each change. There will be many germs on this cloth; it cannot be used again until it has been washed. Allow the surface to dry;
- if faecal matter spills onto the change surface clean with warm, soapy water, and leave to dry out of children's reach; and,
- wash the nappy change surface thoroughly with warm soapy water at the end of the day and leave for as long as possible to dry and wash your hands.

### **3.2. Toilet Training**

- Parents/guardians will be consulted by the educators and staff on the most appropriate time to begin toilet training a child.
- Staff, educators and parents/guardians will work co-operatively in planning toileting strategies with only positive guidance techniques used while the child is in care.
- Parents/guardians are requested to supply extra changes of clothing for their children.
- Children will be assisted to use the toilet in accordance with their individual needs.
- Children, especially girls, are encouraged to wipe front to back, to reduce the chance of introducing bowel bacteria to the urinary tract.
- Children will be assisted to wash their hands.
- Using a potty-chair increases the risk of spreading disease. If a child can use a toilet, this is preferable. If a child must use a potty, the contents are emptied into the toilet and the chair is washed after use. It is ensured that the sink used to wash hands will not be used to wash the potty.
- Educators will wash their hands after toileting each child.

### **3.3. Bathing**

There may be times when children may need to be bathed while in care. Educators will be sensitive to the child's culture, age, and background to decide on appropriateness.

#### **3.3.1. At Family Day Care (FDC)**

- Educators will have available facilities to bathe a child if necessary.
- Educators are to directly supervise the child needing bathing.
- Some children will need to be held while bathing.
- Protective strategies need to be adhered to includes:
  - an appropriate baby bath will be used in a safe position for bathing a child.
  - only staff/educator will bathe a child if needed.
  - children are supervised at all times while in the bath; 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 take the child with them.
  - hot running water only is never used. A warm bath is prepared by starting with running cold water first and finished by turning the cold water tap last;. When not in use, the hot tap handle is covered or disabled if possible; and,
  - washers, soap, shampoo, bath toys, towels, clothing and the changing area are prepared and ready before commencing the bathing routine.

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- Bathing of any child in care should be done in consultation with their family, i.e. parents are aware at the time of enrolment that if their young child soiled themselves, they may require a bath.

#### **3.3.2. At Out of School Hours Care (OOSH)**

- OOSH does not have bathing facilities at the Family Centre. However, when a child needs a clean-up educators and staff manage this using disposable wipes or a wet warm towel. The wipes or towel and gloves are placed in a concealed bag and disposed off. The child will be assisted to wash their hands using soap and running water.

#### **3.4. Soiled clothes and Linen**

- Soiled clothes are placed in a plastic bag, the top firmly tied, and parents are given the option of taking home the soiled clothes, or if they chose, having the soiled clothing disposed of.
- Educators or staff will choose to rinse/wash soiled clothing at their own discretion.
- Gloves are worn when laundering soiled linen/clothing. Educators and staff will remove faeces from soiled linen/clothing with toilet paper, and flush into toilet or sluice. Gloves are disposed of immediately after use.
- Soiled clothing and/or linen is soaked to remove the bulk of contamination.
- After wash, the cloths are dried in the sun or in a dryer set on a hot cycle.

### **4. Monitoring, evaluation and review**

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, co-ordinators, volunteers and students or when there is a legislative change.

### **5. National Quality Framework**

Element	Concept	Description
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
2.1	Health	Each child's health and physical activity is supported and promoted.
2.2	Safety	Each child is protected
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

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Element	Concept	Description
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

### 6. Context

<b>6.1. Standards or other external requirements</b>	<p>Australian Children's Education and Care Quality Authority (2017), <i>National Quality Standards</i></p> <p>Australian Children's Education and Care Quality Authority (2017), <i>Guide to the National Quality Framework</i></p> <p>Department of Education, Employment and Workplace Relations, <i>Childcare Service Handbook, 2017 – 2018</i></p> <p>National Health and Medical Research Council (NHMRC) requirements</p> <p>National Health and Medical Research Council 2013 (5<sup>th</sup> Ed). <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i></p>
<b>6.2. Legislation or other requirements</b>	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p> <p>NSW Public Health Act 2010</p> <p>Public Health Amendment (Review) Bill 2017</p> <p>Victoria Public Health and Wellbeing Regulation 2009</p> <p>Food Act 2003 (NSW)</p> <p>Food Act 1984 (Vic)</p> <p>The Work Health and Safety Act 2011 and Regulation 2017 (NSW)</p> <p>Occupational Health and Safety Act 2004 and Regulation 2017 (VIC)</p>
<b>6.3. Internal documentation</b>	<p><a href="#">Contact with Blood and Fluids Procedure</a></p> <p><a href="#">Nappy Change Poster</a></p>

### Document control

Version	Date approved	Approved by	Next review date
1.0	15/04/2020	R. Phillips - Acting Senior Manager, Children and Family Services	15/04/2023
2.0	04/05/2023	M Piffero – General Manager Operations	04/05/2026