

Nappy Changing and Toilet Training Procedure



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
NQS: 2.1, 5.1 Regulations: 77, 106, 112	Leading and operating department preschool guidelines	Staying Healthy: Preventing infectious diseases in early childhood education and care services , chapter 3.2: Hygienic nappy changing and toileting Changing a nappy without spreading germs [PDF 848 KB] ACECQA information sheet – Toileting and Nappy changing principles and practices [PDF 705 KB]
Responsibilities		
School principal	The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. The principal is responsible for ensuring: - 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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.	
Preschool supervisor	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: - 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.	

Nappy Changing and Toilet Training Procedure



Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • 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	• During preschool orientation time individual children's toileting and nappy changing needs are discussed. Preschool educators will follow through with family practices. • For children wearing nappies or pull ups, families will supply these daily along with wipes and changes of clothing. If nappy's / pull ups are forgotten, preschool will use their back up supply and families will be asked to replace these. • If a child requires a rash cream, parents will supply this and complete a medication form providing consent. Educators will document the administration of creams on the form. • Educators to discuss with families their toilet training strategies / language used at home and will follow through at preschool. Educators will exchange information regarding the child's toileting to maximise children's chances for success. • Educators will provide advice and strategies with families whose children are toilet training through the development of an individual learning goal.
Meeting the needs of children	• Educators communicate with the child when they are required to change a nappy / pull up or assist a child on the toilet. • Educators will change nappies at approximately 10.30am and 1.30pm or when required throughout the day. • Toilet training routines such as putting the child onto the toilet when being changed or at every mealtime, using visual cues, and reminders are implemented. • During nappy and pull up changes other children are asked to wait to use the bathroom until they are finished, unless it is urgent.
Safety and Hygiene	• Refer to chapter 3.2 of Staying Healthy: Preventing infectious diseases in early childhood education and care services • Before changing a nappy / pull up educators will have the necessary items ready such as nappy/pull up, gloves, wipes, green disposable bag. • Educators wear gloves for each nappy change.

Nappy Changing and Toilet Training Procedure



	- Children to wash their hands after each toilet use, nappy / pull up change. Educators model correct hand washing procedures. - The bathroom area is continually supervised throughout the day to ensure safety. Bathroom safety is discussed with children during group times using visuals that are displayed in the bathroom. - Nappies are disposed of in a separate nappy bin stored in the laundry across from the children's bathroom and is emptied by the cleaner every afternoon or by educators during the day if necessary. - If a toilet accident occurs during the day, the child will be changed in the children's bathroom, wipes are used to clean the child and the child's spare clothes or preschool spare clothes if required, are used. - Educators inform each other when they are taking a child to be changed / toileted and when they have returned. - Any wet/soiled clothing will be placed in the green disposable bags (found in laundry), the child's name is written on the bag and stored in the soiled bucket in the laundry. A note for parents to see educators will be written on the sign in/out sheet.
Meeting the needs of the staff	- Educators take turns to change nappy / pull ups during the day. - Educators wash their hands using the washing hand sink (right side) on the art bench using correct hand washing procedures. - Nappy change table instructions and practices are displayed next to the nappy chart in the children's bathroom.
Record of procedure's review	
Date of review	March, 2024
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	Procedure previously not need, written to reflect our enrolments this year as we now have children in nappies.
Record of communication of significant changes to relevant stakeholders	Principal: email Preschool Staff discussed at staff meeting. Whole School email Parents: via noticeboard in entrance 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.
Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.	