



Toileting and Nappy Change Procedure

1. At the beginning of each day record the children in each room who require changes or toileting assistance.
2. If you suspect an infant or toddler is soiled or wet change them immediately otherwise check infants and toddlers as part of the daily routine – aprox every 1.5 hours
3. Children who are learning a new toileting routine will be invited to the toilet every hour – in consultation with their parents/caregivers, older children are to be asked if they need to go to the toilet every 1-2 hours (this depends on the individual child).
4. When toileting use praise and encouragement. A sticker or stamp may be given as a reward. Ensure that children are shown respect during changes and are encouraged to move freely and be actively involved in the process. Encourage participation in self help/self care processes such as dressing and undressing and hand washing.
5. Record Changes on the nappy/toileting chart as follows:
Nappy:
D – Dry **W** – Wet **M** – Motion
Toilet:
TW – Toilet Wet **TM**– Toilet Motion **AW/M**– Accident Motion/Wet
TNO – Either child sat on the toilet but nothing happened or when invited they did not need to go.
6. Use disposable gloves to clean up motions.
7. Use brown cloths to clean infants and toddlers during changes, ensure these are placed in a bucket to soak which is inaccessible to children.
8. Wet and soiled nappies are to be placed in the bin in the bathroom.
9. Apply ointment or cream to children at change times only if the parent has given permission on enrolment and requested so.

10. Thoroughly clean the change table after each change. If necessary wash floor, sinks, toilets, and ensure that there are adequate supplies of soap, towels, brown cloths, and sanitiser spray. Ensure floor is dry by using a towel (not blue) to clean up any excess moisture.
11. Rinse/soak soiled underpants and place in a plastic bag in the child's bag to return home.
12. Wash your hands after every nappy change and encourage children to wash theirs.
13. Children who have been sick or have soiled themselves, will be cleaned in either of the wash areas by a staff member wearing gloves. Their clothes will be soaked in hot water and disinfectant and then washed separately. Any towels or cloths used to wash the child will be soaked and washed separately also. The child will be taken to the Office and cared for in there until their parent or contact is able to collect them. The staff member will then disinfect the wash area, wash and sanitise their hands.

Cloth Nappy Procedure:

1. Ask parent/s to bring in a bucket with a lid.
2. At the beginning of each day fill bucket with water.
3. When changing children shake any solid matter into the toilet.
4. Put soiled nappy into bucket.
5. Before the child is due to go home take bucket into laundry and put nappies into washing machine .
6. Put washing machine on rinse cycle.
7. Return nappies to bucket. Parents will take home their nappies/nappy bucket to launder at home.