



## 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 – approx every 2 hours. They will also be checked before and after a sleep.
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. Ensure interactions are warm, unhurried and inviting. Talk to the child about what is happening.
5. Encourage participation in self help/self care processes such as wiping, dressing and undressing and hand washing.
6. When using the change table encourage children to climb up the steps if appropriate, fostering their sense of control.
7. 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.
8. All changes for infants will be recorded in the Infant Care Books throughout the day.

- 9.** Use disposable gloves to clean up motions.
- 10.** Use brown/blue cloths to clean infants and toddlers during changes. Ensure these are placed in a bucket to soak which is inaccessible to children.
- 11.** Wet and soiled nappies are to be placed in the bin in the bathroom.
- 12.** Only apply ointment or cream to children at change times if the parent has given permission on enrolment and requested so.
- 13.** 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/blue cloths, and sanitiser spray. Ensure floor is dry by using a towel (not blue) to clean up any excess moisture.
- 14.** Rinse soiled underpants and place in a plastic bag in the child's bag to return home.
- 15.** Wash your hands after every nappy change and encourage children to wash theirs.
- 16.** 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:**

*Cloth Nappies are supplied by Kidiwise to the Nestlings and Moreporks rooms. It is up to parents/caregivers whether they choose to use them. Parents are free to supply their own nappies if required.*

1. At the beginning of each day ensure there are buckets for both used brown/blue clothes and cloth nappies.
2. If parents choose to supply their own cloth nappies ask them to bring in a wet bag so they are able to take their nappies home and launder them at the end of each day.
3. On each child's first nappy change for the day change them into a cloth nappy.
4. Insert a single booster in a nappy when children are awake and two boosters for children sleeping, unless individually required.
5. Line each nappy with a nappy liner.
6. When changing children from a cloth nappy shake any solid matter into the toilet. Liners must go into the rubbish. They do not flush.
7. Rinse soiled nappies under a clean flush in the toilet.
8. Put soiled nappy into bucket.
9. Before each child is due to go home change them into their personal disposable or cloth nappy.
10. At the end of each day take all nappies to the laundry.
11. Tuesday to Friday, the first person starting in the morning will put the cloth nappies on, on a hot wash following the laundry procedure.
12. On Friday evenings all nappies will be washed in the evening.

### **Statutory Source:**

Licensing Criteria for Early Childhood Education and Care Service, 2008 -  
HS3, PF25