

## Nappy changing and toilet training – preschool procedure table

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
<p><b>NQS: 2.1, 5.1</b></p> <p><b>Regulations: 77, 106, 112</b></p>	<p>Leading and operating department preschool guidelines</p>	<p><a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services</a>, chapter 3.2: Hygienic nappy changing and toileting</p> <p><a href="#">Changing a nappy without spreading germs [PDF 848 KB]</a></p> <p>ACECQA information sheet – <a href="#">Toileting and Nappy changing principles and practices [PDF 705 KB]</a></p>

### Responsibilities

<p><b>School principal</b></p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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<p><b>Preschool supervisor</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool teacher(s) and educator(s)</b></p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure’s review are documented.</li> </ul>

## Procedure

<p><b>Collaborating with families</b></p>	<ul style="list-style-type: none"> <li>• <i>What opportunities are provided for families to communicate with the preschool around their child’s toileting needs? During enrolment process.</i></li> <li>• <i>Who meets with a family to discuss their child’s toileting needs? When does this happen? Preschool Educators discuss with families during the “Getting Acquainted” meetings. Educators work with families to support the child’s toilet training by creating a consistent routine.</i></li> <li>• <i>For children wearing nappies, what are families asked to supply? For example,</i></li> </ul>
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*nappies, wipes, plastic bags, changes of clothing.* Families are asked to supply nappies/pull-ups, disposable wet wipes and multiple changes of clothing.

- *What happens if these supplies are not provided, or run out?* Educators monitor the supplies and when they are getting low will ask the families to supply more. If nappies are not provided, undies will be provided to the child.
- *What if a child has a rash? How is parental consent sought, and documented, to apply a cream?* If the child has a nappy rash, the family will be required to complete the medication permission form. The cream will be kept on the preschool grounds in the Medication Station, labelled with the child's name and dosage, along with the medication permission form. An alert will be created detailing where the child's cream is kept and displayed on the cupboard in the child's classroom. A table will need to be completed each time the cream is used, and parental signage sought at the end of each day for every use.
- *How are families supported to toilet train their child at home, if required?*
- *How is it ensured that preschool toilet training routines are consistent with home practices?* Educators work with families to ensure consistent routine between home and Preschool. They identify and discuss strategies including goals for the child to achieve during their enrolment.

*Note: for children not toilet trained, consider collaborating with their family to develop an individual learning goal related to toilet training.*

<p><b>Meeting the needs of children</b></p>	<ul style="list-style-type: none"> <li>• <i>How is supervision of all children maintained, while one staff member is changing a child's nappy?</i></li> <li>• <i>What routine or process is followed to change nappies? The 'Changing a nappy without spreading germs – nappy change procedure' poster is displayed in the children's bathroom and used as our process for changing nappies.</i></li> <li>• <i>What toilet training routines are followed? For example, the use of visual cues, tailored support for specific children, prompts and reminders. Visuals are used for children toilet training and support in understanding of steps. Verbal reminders are used to prompt children to use the bathroom, especially during transition times.</i></li> <li>• <i>How is it ensured that all educators use these approaches consistently?</i></li> <li>• <i>How is the dignity and privacy of each child maintained during nappy changes and toilet training? The bathrooms will be cleared during every nappy change to ensure the privacy and dignity of the child. During these times, children will be asked to use the other bathroom.</i></li> <li>• <i>How is nappy changing and toilet training a positive and calm experience? How are children supported to develop an understanding and control of their own bodily functions?</i></li> </ul>
<p><b>Safety and hygiene</b></p>	<p>Refer to chapter 3.2 of <a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services</a></p> <ul style="list-style-type: none"> <li>• <i>and then describe the hygiene and infection control practices that are in place. Educators are to wash their hands before changing the nappy. Putting gloves on, and having a bag ready to put soiled nappy in. Child is encouraged to put on their own pull-up nappies to simulate underpants. The child and Educators wash hands after changing has occurred.</i></li> <li>• <i>Describe the nappy changing area and how safety is maintained, including how it is ensured children do not access the change table, if one is used, unsupervised.</i></li> <li>• <i>How are nappies disposed of? Who is responsible for emptying bins? Bag with soiled nappy is placed in nappy disposal bin. Initial Hygiene empties and supplies a new nappy bin weekly.</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>How are toileting accidents managed?</i></li> </ul>
<b>Meeting the needs of the staff</b>	<ul style="list-style-type: none"> <li>• <i>How is it decided which educator will support children with their toileting?</i> Educators who are familiar with the child and who the child is comfortable with support the child with their toileting.</li> <li>• <i>Note that there are hand washing facilities in the vicinity of the change area.</i> There are hand washing facilities near the changing area to meet staff needs.</li> <li>• <i>Where are nappy change instructions or practices displayed?</i> Procedures poster is displayed in the bathroom.</li> <li>• <i>Where are wipes, nappies, gloves, and bags stored? Note: these must be within reach of the change table so a child is not left unattended while on the nappy change table?</i> Wipes, gloves and bags are located in the bathroom. Children’s nappies are stored in their school bag and collected prior to the changing of the children.</li> </ul>

## Record of procedure’s review

<b>Date of review</b>	13/03/2024
<b>Who was involved</b>	Jordan McPhail, Beth Cameron, Natalie O’Donnell, Julie Greedy, Hannah Gibson, Cathy Banister & Aimee Vincent
<b>Key changes made and reason why</b>	Created due to enrolment of child requiring toilet training
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: Preschool – Microsoft Teams</p> <p>Staff: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Parents: a copy is displayed at the entrance of Preschool and copies for Preschool families to take home if requested. Preschool Facebook page and School Website. All relevant educators to review at regular staff meeting.</p> <p>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.</p>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.