

Background

The immune systems of infants and young children are still developing. In early education and care services where nappy change and toileting take place on shared facilities, children can be at risk of exposure to infection and cross-infection if correct hygiene principles are not followed diligently at all times. Nappy change and toileting times are also moments where educators have the opportunity to develop children's self-esteem and to deepen relationships with the children.

Policy statement

This Policy recognises the importance of: correct hygiene principles in minimising the spread of disease during nappy changing and toileting; close co-operation with parents to ensure that toilet training and toileting are positive experiences for the children equally at home and at the Service; and, a calm, positive and affirming response to toileting accidents.

Strategies and practices

- Children's need for privacy during toileting, dressing and undressing times are respected at all times. QA 2.1.2
- Educators use nappy changing as an opportunity for one-on-one interaction (e.g. talking, singing) with the child. QA 5.1.1
- Educators respond to toileting accidents calmly and positively, and encourage children in their efforts to become independent. QA 2.1.2, QA 5.11, QA 5.12
- Educators consult with the parents to obtain information on each child's toilet training readiness and routine at home and implement these routines to ensure consistency between home and the Service. These details are documented in the child's individual developmental file. QA 2.1.2, QA 6.1.2
- Parents are asked to provide sufficient underwear for toddlers each day. QA 2.1.2
- Educators support families who wish to use cloth/reusable nappies and ask parents to provide all nappies, wetbags and a lidded bucket to support their choice. When a child uses cloth/reusable nappies the Educators follow the Nappy Change Procedure (Cloth/Reusable Nappies). QA 2.1.1, QA 6.1.2
- The Nappy Change Procedure, Nappy Change Procedure (Cloth/Reusable Nappies) and the Toileting Procedure are displayed in the nappy-change and toilet areas, respectively. QA 2.1.2
- Educators follow the correct Nappy Change Procedure and the Toileting Procedure. QA 7.1.2
- The Handwashing Poster – NHMRC and Handwashing Poster – Adult are displayed in relevant areas of the Service, such as bathrooms, nappy change areas and food preparation and serving areas. QA 2.1.2
- Handwashing posters depicting children are displayed at children's eye level above children's handbasins throughout the Service. QA 2.1.2

- Educators model correct handwashing procedures to children, and intentionally teach them these procedures. They remind children to wash their hands every time after toileting. QA 2.1.2
- Educators show/remind children how to flush the toilet. QA 2.1.2
- Older children can access the toilet at will. Educators are alert to the signs of younger children needing toileting. QA 2.1.2
- Infant nappy changes are recorded on the [Nappy Change Chart – Infants](#) and toddlers changes are recorded on the [Nappy Change Chart – Toddlers](#). This information is made available to parents each day, and the charts are filed for future reference. QA 2.1.2
- Educators ensure infants and toddlers in nappies always wear clothing over the nappies to minimise any risk of spreading infection. QA 2.1.2
- Educators regularly check that the toilet areas are clean and ensure that the dispensers have sufficient toilet paper and soap. QA 2.1.2
- Educators receive training in correct nappy changing and toileting procedures, and the topic is a frequent agenda item in team meetings. QA 7.1.2

Additional safe practices for infants

- Infants are never left unattended on the change table, and the educator keeps one hand on the child at all times they are on the table. QA 2.1

Responsibilities of parents

- To supply the Service with sufficient underwear each day for their child.
- To provide the Service with information about their child's toilet training readiness and routine at home to educators to ensure consistency between home and the Service.

Links to other policies

- Enrolment and Orientation Policy
- Handwashing Policy
- Interactions with Families Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	109	Toilet and nappy change
	112	Nappy change facilities
	115	Premises designed to facilitate supervision

QA	2.1	Each child's health and physical activity is supported and promoted.
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.1.3	Effective hygiene practices are promoted and implemented

5.1.1	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	The dignity and rights of every child are maintained
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

Sources

- Education and Care Services National Regulations 2011.
- Revised Guide to the National Quality Standard 2018.
- National Health and Medical Research Council. (n.d.). *Changing a nappy without spreading germs*. <http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch43poster2.pdf> accessed 24 November 2013
- National Health and Medical Research Council. (n.d.). *Handwashing*. <http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch43poster1.pdf> accessed 24 November 2013

Further reading and useful websites

- Mundy, L. (2010). *Toilet Training* http://ncac.acecqa.gov.au/family-resources/factsheets/Toilet_training.pdf accessed 5 February 2016
- NCAC. (2010). *Factsheet for Families: Toilet Training in Childcare*. http://ncac.acecqa.gov.au/educator-resources/pcf-articles/FF_Toilet_training_in_childcare_Sept10.pdf accessed 25 February 2016
- NCAC. *A matter of respect: Recognising young children's right to privacy*. http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Recognising_chns_right_to_privacy_Sept10.pdf accessed 5 February 2016
- Queensland Health – <http://www.health.qld.gov.au/> accessed 5 February 2016
- The Royal Children's Hospital – <http://www.rch.org.au/home/> accessed 5 February 2016

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Date Created: 15 April 2016

Next Review Date: September 2021

Date(s) reviewed: August 2018
September 2020