



Preschool Nappy Changing and Toileting Procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1.2	Reg 168	Leading and operating department preschool guidelines Staying Healthy in Childcare - 5th Edition
Pre-reading and reference documents		
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Staff roles and responsibilities		
School principal	<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"> 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. 	
Preschool supervisor	<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 includes:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure reflecting on how this procedure is informed by relevant recognised 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. 	

Preschool educators

The preschool educators are responsible for working with leadership to ensure:

- all staff in the preschool and daily practices comply with this procedure
- storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers
- being actively involved in the review of this procedure, as required, or at least annually
- ensuring the details of this procedure's review are documented.

Procedure

Nappy Changing and Toileting Procedure

Prior to the enrollment and commencement of a child with nappy changing/toileting needs, a change table, paper covers and bin must be obtained and placed in the disabled toilet.

Before you start the nappy changing/toileting procedure:

- Check to make sure that all the supplies you need are ready.
- Notify another staff member that you are changing/toileting a child
- Explain to the child that their nappy/pull up has been soiled and that they need to come to the change table to get a clean one.
- Walk the child to the disabled toilet / change area and leave the door slightly open, if required.

Use the following method to stop disease spreading through contact with faeces:

[Staying Healthy in Child Care - 5th Edition](#)

PREPARATION	CHANGING	CLEANING
1. Wash your hands	4. Remove the child's nappy and put any disposable nappy in a hands-free lidded bin. Place any soiled clothes (including any cloth nappy) in a plastic bag	12. After each nappy change, clean the change table with detergent and warm water, then rinse and dry
2. Place paper on the change table	5. Clean the child's bottom	13. Wash your hands
3. Put disposable gloves on both hands	6. Remove the paper and put it in a hands-free lidded bin	
	7. Remove your gloves and put them in the bin	
	8. Place a clean nappy on the child	
	9. Dress the child	
	10. Take the child away from the change table	
	11. Wash your hands and the child's hands	

When changing a child the educator is part of the educator/child ratio, as they are within the preschool room.

Gloves

	<p>Gloves should be worn when changing nappies or a child with soiled clothes.</p> <p>Aprons and glasses are also available for staff to wear, in the change room.</p>
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Record of procedure's review	
Date of review and who was involved	
27/7/2021 Carolyn Jones, Leanne McMaster, Natalie Kenny, Shiralee Robinson and Anthea Robinson	
Key changes made and reason/s why	
Format was changed to make the procedure more comprehensive.	
Record of communication of significant changes to relevant stakeholders	
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.	

Record of procedure review	
Date of review and who was involved	
10/8/2022 Carolyn Jones, Leanne McMaster, Miriam McKeown, Shiralee Robinson and Annette Thomson	
Key changes made and reason/s why	
Typos changed	
Record of communication of significant changes to relevant stakeholders	
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.	

Record of procedure review	
Date of review and who was involved	
2/8/23 Carolyn Jones, Leanne McMaster, Miriam McKeown, Shiralee Robinson and Annette Thomson	

Key changes made and reason/s why

Typos changed

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Changing a nappy without spreading germs

STAYING HEALTHY | 5TH EDITION | 2013



nappy change procedure

Preparation

- 1 Wash your hands
- 2 Place paper on the change table
- 3 Put disposable gloves on both hands

Changing

- 4 Remove the child's nappy and put any disposable nappy in a hands-free lidded bin
Place any soiled clothes (including any cloth nappy) in a plastic bag
- 5 Clean the child's bottom
- 6 Remove the paper and put it in a hands-free lidded bin
- 7 Remove your gloves and put them in the bin
- 8 Place a clean nappy on the child
- 9 Dress the child
- 10 Take the child away from the change table
- 11 Wash your hands and the child's hands

Cleaning

- 12 After each nappy change, clean the change table with detergent and water, then rinse and dry
- 13 Wash your hands

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