

## Toileting, changing of clothes, and changing of Nappy Policy and Procedure

**Rationale:** While the majority of children enrolled at South Port Kindergarten are toilet trained, it is quite common for preschool children to have toileting accidents. Most children's toileting needs can be managed by the practises listed below. A continence care plan completed by a medical practitioner is advised for those children with specific toileting requirements. Duty of care and children's health and safety is our priority.

Children learn through fun sensory play, both indoors and outdoors, and children frequently change their clothing due to messy play. Often children have the skills to do this independently and those that need support can be managed by the procedure and practices listed below.

### Aim

- To ensure the wellbeing and safety of all involved
- Encourage children's confidence, self-help skills and development
- To ensure hygienic toilet training and nappy changing
- To ensure reasonable steps to ensure South Port Kindergarten provides care to children in a way that maintains at all times, the dignity and rights of each child (as per regulation 155) and takes into account family and cultural values, age, physical and intellectual development of each child in our education setting.

### Changing of Children's Clothing

*Changing of Children's clothing due to toileting accident or messy play.*

Staff will always support children in the above circumstances and endeavour to change them in a manner that provides privacy, minimises anxiety and encourages self-help skills.

It is advisable by the Department for Education to have two people present when changing a child. A second staff member should be within line of sight or hearing to observe and confirm that child protection issues have been met.

### Procedure

- Collect spare clothing from bag if required or use spare clothing stored in kindergarten cupboard located in the bathroom.
- Children are encouraged to change themselves. Strategies include verbal encouragements and instruction, prompting and visuals.

- For toileting accidents, Pre-moisturised wipes are recommended for children to use if they are having difficulty cleaning themselves. Children are encouraged to wipe front to back.
- *If a child cannot manage to wipe away faeces by themselves and asks for help, then a trusted educator will support them.*
- Educators must wear gloves on both hands. Once the child is clean, remove the gloves so you will not touch the clean child with dirty gloves.
- Put soiled clothing in plastic bag & tie to seal the bag (Double bag if necessary).
- After toileting encourage child to wash their hands with soap.
- Educators to always wash their hands after supporting children with toileting or changing of clothes.
- Record incident on toileting log located in bathroom.
- Soiled clothes will be placed inside children's bags.

*Children with a continence care plan, educators will followed practices and procedures described on plan.*

### **Nappy change procedure**

To promote a positive nappy changing and toileting experience, educators will

- Allow children to take their time, avoiding pressuring them.
- Use toileting reminders so children have time to transition from their play experience.
- Be sensitive to individual needs and styles, and tailoring an individual toileting procedure to each child.
- Be respectful and sensitive to children dignity and rights to privacy (r 155 Education and care Services National Regulations)

### ***Changing a nappy without spreading Germs Procedure***

*Procedure adapted from staying healthy | 5th edition | 2013*

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

#### **Cleaning**

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

### **Continence and care plans**

Conversations at the time of enrolment for a child that is not toilet trained will include the nature of support required and how this can be managed at the kindergarten. This may determine the requirement for a Continence Care plan and Toileting care and Learning plan completed by a health professional. A Continence Care plan can be completed by a health professional in consultation with parents or legal guardians for children requiring support with continence care education and care services.

The Department for Education describes a continence care plan as being required where a child requires care that is not routinely provided by the education and care service. Preschool aged children only require a care plan where continence needs is different to what is developmentally expected and requires additional individualised support.

### **References:**

- <https://www.education.sa.gov.au/schools-and-educators/health-safety-and-wellbeing/specific-conditions-and-needs/continence-and-dehydration-management-and-care>
- National Quality Standard 2: Children's Health and Safety
- Education and care services National Regulation 155 – Relationships with children, interactions with children.

Approved by Director: Carly Smith

Approved by Governing Council: 12/08/2021

Chairperson: Mark Wooding

*Review Date: August 2022*