



Toileting, Changing of Clothes, and Changing of Nappy Policy & 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 from time-to-time. 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 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 independence and self-help skills
- To ensure hygienic toilet training and nappy changing
- To ensure that South Port Kindergarten provides care to children in a way that maintains the dignity and rights of each child at all times (as per regulation 155) and takes into account their family and cultural values, age, physical and intellectual development.

Changing of Children's Clothing

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

Educators will always support children in the above circumstances and endeavour to change them in a manner that provides privacy, minimises anxiety and encourages their self-help skills. It is advisable by the Department for Education to have two people present in the bathroom when changing a child's clothes or supporting with toileting needs. A second educator should be within line of sight or hearing to observe and confirm that child protection has been met.

Procedure

- Collect spare clothing from children's bag, if required.
- A range of spare clothing is stored in the cupboard located in the bathroom.
- Children are encouraged to change themselves, where possible. Strategies may include verbal encouragements and instruction, prompting and visual cues.
- For toileting accidents, wet 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. This ensures adequate hygiene practices are maintained.

- Educators must wear disposable gloves on both hands when assisting with toileting. Once the child is clean, remove the gloves so to not touch the clean child with dirty gloves.
- Place soiled clothing in a plastic bag & tie to seal the bag (double bag if necessary).
- After toileting encourage the child to wash their hands with soap.
- Educators always wash their hands after supporting children in the bathroom.
- Record incident on toileting log located in bathroom (including time and date).
- Soiled clothes will be sent home at the end of the day.
- For children with a continence care plan, educators will follow practices and procedures as described by a medical practitioner.

Nappy Change Procedure

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

- Allow children to take their time, not pressuring them.
- Use toileting reminders so children have time to transition from their play experience.
- Be sensitive and tailor toileting procedures and practice to suit the needs of each child.
- Maintain children dignity and rights to privacy (as per Regulation 155).

Changing a Nappy Without Spreading Germs

Procedure adapted from staying healthy | 5th edition | 2013

Preparation

1. Wash your hands
2. Place paper on the change table
3. Wear disposable gloves on both hands

Changing

4. Remove the child's nappy and place directly inside a hands-free lidded bin
5. Place any soiled clothes (including cloth nappy) in a plastic bag
6. Clean the child's bottom
7. Remove the paper and place inside a hands-free lidded bin
8. Remove your gloves and place 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, rinse and dry.
14. Wash your hands

Continence Care Plans

Conversations at the time of enrolment for a child that is not yet toilet trained will include the nature of support required and how this can be appropriately managed at the kindergarten. This will determine the requirement for a Continence Care Plan/Toileting Care and Learning plan. A Continence Care Plan can be completed by a medical practitioner in consultation with parents/caregivers for children requiring support with toileting in education and care services.

Related Reference Documents

- <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.

Sources:

Department for Education related policies and procedures as listed above
South Port Kindergarten children (children's voice/consultation where appropriate)
South Port Kindergarten families and community users
South Port Kindergarten qualified teachers and educators / staff team
South Port Kindergarten Governing Council

Approved by Governing Council: 07/12/2022

Chairperson: Louise Mallabar

Approved by Director: Marissa Neeb

Next review date: December 2023