



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

Responsibilities

<p>School principal</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"> • 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. <p>These tasks may be delegated to other members of the preschool team,</p>
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	but the responsibility sits with the principal.
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 could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

Collaborating with families	<ul style="list-style-type: none"> • Right from the beginning, parents indicate on their enrolment forms if their child is toilet trained. The preschool teacher also discuss this with families during the positive start meeting to work out how they can accommodate to the child's toileting needs.
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	<ul style="list-style-type: none"> • For children wearing nappies, families are asked to supply nappies, wipes, change mat and nappy bags. Families are advised in advance when supplies are low to replace them. If a child runs out, the preschool will use spare supplies if available and call the family. • If a child is found to have a rash, the families will be notified straight away. Cream may be applied to a child only if it is accompanied by a note from a medical practitioner that it is required. • All families are asked to provide a whole spare change of clothes in their child's bag each day, in case of accidents or needing to get changed due to messy play. • Families are also asked to provide spare underwear in a labelled zip-lock bag that is kept at the preschool and can be used if a toileting accident occurs. • If there are no spare clothes to change into, a child may borrow some of the preschool spare clothes, which will need to be washed by the parent and returned to the preschool. The preschool does not provide spare underwear for hygiene reasons and will call the family if new underwear is required. • If a child is toilet training whilst going to preschool, the preschool teacher will sit down with the parent and write an individual learning goal for toilet training. They will ensure the plan is consistent with the toilet training being undertaken in the home environment.
Meeting the needs of children	<ul style="list-style-type: none"> • While one educator is changing the nappy of a child in the preschool bathroom, the other educator will supervise the rest of the children. This may require at certain times making the area children are situated in smaller to ensure supervision of all children. • The NHMRC nappy changing procedure is followed to ensure the staff are following the most hygienic way to change a child's nappy. • To help with toilet training, educators give children reminders to go to the toilet at regular intervals throughout the day during Term 1 and

	<p>later in the year where necessary. Children are provided with visuals of the toileting procedure around the toilet to help them follow. Children in need may be prompted verbally by staff as required.</p> <ul style="list-style-type: none"> • All educators who will be undertaking nappy changes are alerted to this procedure as well as the NHMRC poster. This ensure consistency in following the procedure across educators. • To maintain dignity, children can choose to use the toileting cubicles separated by a wall. This provides a small amount of privacy for children who desire it. • Educators always strive to ensure nappy changing and toilet training a positive and calm experience. Educators talk with children to help them recognise feelings in their body and start to develop an understanding of when they need to go to the toilet.
<p>Safety and hygiene</p>	<ul style="list-style-type: none"> • Refer to chapter 3.2 of Staying Healthy: Preventing infectious diseases in early childhood education and care services • Educators work hard to maintain hygiene when changing nappies by: <ul style="list-style-type: none"> ○ Washing hands before after changing nappies ○ Using gloves ○ Wiping change area before and after use ○ Disposing of all disposable nappies, wipes, and nappy bags into the nappy bin ○ Emptying the nappy bin through a special disposal company • Toileting accidents are managed in a way that respects the dignity of the child.
<p>Meeting the needs of the staff</p>	<ul style="list-style-type: none"> • Educators take turns supporting children with toileting. • There are hand washing facilities in the children's bathroom where the nappy change area is.



	<ul style="list-style-type: none"> • The nappy change poster is displayed in the children’s bathroom near where the resources for nappy changing are located. • Wipes, nappies, gloves, and bags are stored in the children’s bathroom where changing takes place.
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Record of procedure’s review

Date of review	15/12/23
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	New procedure made in accordance with the DOE preschool handbook guideline.
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</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.