

Toileting Procedure (including Nappy Change)

Date May 2019

Review date May 2020

Rationale

Grove Kindergarten encourages children to be toilet trained prior to starting preschool, however understands that toileting independence takes place as part of a child's learning and development and is done in consultation and partnership with families.

This policy outlines our procedures to ensure the safety and wellbeing of children and staff to meet the toileting needs of individuals.

We ask parents/caregivers to -

- Practice with their child to teach them how to manage the toileting routine including;
 - Manipulate clothing eg; pull pants up/down
 - How to wipe own bottom
 - Flush toilet
 - Wash/dry hands
- Provide spare change of clothes, including underwear or nappies/pull ups in child's bag EVERYDAY
- Send their child in clothing they are independently able to take on/off (can manage own buttons, zips, belts, Velcro etc)

If your child has any medical/developmental needs regarding toileting, parents/caregivers are asked to:

- Discuss concerns with staff to establish whether a continence care or toileting plan is needed.
- Provide preschool with any medical/developmental reports/programs in relation to their child's toileting.
- Provide preschool with adequate supplies of nappies/pull ups and any other aids that are used in supporting your child's toileting program.
- Ensure your child arrives at preschool in a dry nappy/pull up.

Preschool staff will support children's toileting needs by -

- Being respectful of parenting practices in relation to toileting procedures for individual children
- Implement programs/continence or toileting plans provided by medical practitioners to support the development of independent toileting.
- Supporting children to use the toilet independently, using reminders (with parent consent, toilet timing strategies or a mutually agreed toilet training program may be put in place)

If a toileting accident occurs staff will –

- Encourage the child to get their clothes from locker/bag (if not available, the preschool will use preschool spares)
- Encourage the child to clean themselves and change their own clothing (where practical and depending on level of soiling, ability and confidence of child)

- Put soiled clothing in our green zippered toileting bags (for wash and return asap) Note: if extremely soiled staff will dispose of that underwear – under WHS guidelines (see below)
- Place bag with soiled clothing in locker/bag
- Record incident on change of clothes form
- Inform parents at pick up where possible
- Respect the rights of child to refuse teacher help in regard to cleaning and changing. If this occurs family will be contacted to attend, clean and change their child.

Nappy Change Procedure if required -

- Wash hands before and after each nappy change
- Wear gloves
- Ensure access to all items needed for nappy change before assisting a child up the stairs
- If children prefer they can stand to have a nappy change. Follow same hygiene procedure as with lay down procedure checking it is only urine and not faeces.
- Remove dirty nappy, wiping excess faeces in a downward motion
- Dispose of wipes and nappy in 2 plastic bags
- Place clean nappy on child
- Remove gloves and place in bag with soiled nappy
- Assist child down the stairs, help the child to wash their hands
- Wipe change area with appropriate cleaning agents and paper towel and place in bin
- Dispose of waste in outside red bin
- Complete a ‘Change of Clothes’ form to communicate with parents and place in their notice pocket

At all times staff will be required to follow WHS guidelines in regard to handling and disposal of contaminated materials (re body fluids etc)

The preschool will ensure that all staff have access to personal protective equipment.

Document Review History

Date	Approved by Governing Council
September 2015	2015 review
July 2016	2016 review
March 2017	2017 review, minor amendments.
April 2018	2018 review
May 2019	Reviewed, new logo and added new details

Source:

Staying Healthy in Child Care – National Health & Medical Research Council

Mawson Lakes Preschool Toileting Policy & Procedure

ACECQA – Quality Area 2: Toileting and nappy changing principles and practices

<http://files.acecqa.com/files/QualityInformationSheets/QualityArea2/EffectiveToiletingandNappyChangingProcedure.pdf>

National Quality Standard 1.1(2011)

<http://www.acecqa.gov.au/Educational-program-and-practice>

National Quality Standard 2.1 (2011)

<http://www.acecqa.gov.au/Childrens-health-and-safety>

National Quality Standard 5.2 (2011)

<http://www.acecqa.gov.au/Relationships-with-children>

Parent Easy Guide 10 – Toilet Training

<https://www.decd.sa.gov.au/parenting-and-child-care/parenting/parenting-sa/parent-easy-guides>