**Preschool toileting and showering procedure**

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.1 2.25.16.2 | Regulation [77](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.77)[Regulation 106](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.106)[Regulation 112](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.112)[The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011](https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2011-010)[Legislation sec. 167](https://legislation.nsw.gov.au/view/pdf/asmade/act-2010-104)  | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)[Individual health care planning](https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/individual-planning) |
| **Pre-reading and reference documents** |
| [ACECQA toiling and nappy changing principles and practices](https://www.acecqa.gov.au/sites/default/files/acecqa/files/QualityInformationSheets/QualityArea2/EffectiveToiletingandNappyChangingProcedure.pdf)[Changing a nappy without spreading germs](https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55h-nappy-changing-poster.pdf) |
| **Related procedures** |
| Dealing with infectious diseasesDealing with medical conditions in childrenIncident, injury, trauma and illnessProviding a child safe environment |
| **Staff roles and responsibilities** |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* 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.
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| **Preschool supervisor**  | 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.  |
| **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.
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| **Procedure** |
| Meeting the needs of children by providing a safe and hygienic place for changing children is a basic need that is important for children’s comfort and happiness. Djanenjam Preschool will follow best practice guidelines for nappy changing to ensure the area is hygienic and to reduce the spread of infectious disease. Djanenjam Preschool aims to make the nappy change experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting and positive relationships. |
| **Supervision** | * Supervision is maintained at all times in bathroom and change areas. Clear windows allow supervision from learning areas. Children are provided privacy, promoting independence and self-awareness with privacy screens.
* Fully supervise and maintain physical contact with children throughout the nappy change experience. No child will be left alone on a nappy change mat.
* The nappy change area and toilet is fully stocked by educators to meet the needs of children in attendance, ensure efficiency and the health and safety needs of children are met at all times.
* The laundry and change room remain locked when not in use.
* Educators will assist the child to get onto the nappy change trolley as independently as possible, using the attached steps to reduce repetitive movements by educators and to promote children’s agency. Where a child is not walking, educators will follow manual handling practices to lift and carry the child to the nappy change mat.
* A written log is maintained for nappy changes and toileting accidents- these are communicated with families on collection.
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| **Nappy Changing procedure** | Educators practice the ‘Staying Healthy in Child Care (5th edition)’ practices when changing a nappy to reduce the spread of infection. These are:**Preparation** 1. Wash your hands
2. Place paper on the change table
3. Put disposable gloves on both hands

**Changing** 1. 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
2. Clean the child’s bottom
3. Remove the paper and put it in a hands-free lidded bin
4. Remove your gloves and put them in the bin
5. Place a clean nappy on the child
6. Dress the child
7. Take the child away from the change table
8. Wash your hands and the child’s hands

**Cleaning** 1. After each nappy change, clean the change table with detergent and water, then rinse and dry
2. Wash your hands

**Documenting**1. Document on toileting and change log with time, date and description.
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| **Stand up nappy change procedure**  | Use physical supports as required including fixed hand rail, toilet frame surround and or low chair for educator to sit on during the process: **Preparation** 1. Wash Hands.
2. Put on gloves.

**Changing** 1. Encourage child to pull down their pants (assist if required) and remove nappy/pull ups and place in nappy bin.
2. Remove any soiled or wet clothing.
3. Encourage child to wipe their own bottom, if assistance is required educator is to wear gloves.
4. Remove gloves peeling them back from the wrist and turning them inside out as they are removed. Place gloves in bin.
5. Place clean nappy/pull-ups on child; encourage child to participate in dressing (assist if needed).

**Cleaning** 1. Wash and dry child’s hands
2. Place on gloves and clean the toileting area if required. Remove gloves and place in bin.
3. Wash your hands

**Documenting**1. Document on toileting and change log with time, date and description.
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| **General Toileting practices** | * Educators discuss children’s individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive
* Toileting Is embedded within our daily rhythm, children are given explicit opportunity to use the toilet when they wash their hands at 9am, 11am, 2pm and 3pm. Educators provide a number of additional reminders and children have access to toilets at all times throughout the day.
* Children are supported and encouraged to be independent in their toileting. Privacy screens are provided between each toilet and children are given space and opportunity to remain independent.
* Toileting accidents are treated with sensitivity and the child supported while maintaining the child’s dignity during the changing process.
* Children are encouraged to wipe their own bottoms. If they are unable to do so, an educator will assist wearing gloves.
* Children will be guided to follow the process of wiping front to back, flushing the toilet, washing and drying hands.
* Bathrooms are monitored routinely to maintain hygiene and cleanliness.
* Supervision is maintained in the bathrooms at all times.
* A toileting log is kept for children who wear nappies/pull-ups or have soiling accidents.
* Educators keep nappy change areas fully stocked with all required materials at all times. Educators are responsible for maintaining the supplies to meet the needs of individual children. Supplies will be readily accessible to staff to ensure efficiency and the health and safety of each child.
* Nappy change procedure and visual reminders are available in the changing area to ensure all staff are aware and have access to current procedures.
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| **When a child requires showering** | **Preparation**1. Notify other educators.
2. Reassure the child and let them know you will be going to the laundry and change room for a shower.
3. Collect child’s bag/ spare clothing and 2 plastic bags.
4. Source the Hazardous-soiled materials tub from under the change table
5. Place floor towel on floor for child to stand on.

**Changing and showering**1. Dispose of excess fecal matter into the toilet.
2. Place clothing into a bag and put into bucket under laundry sink. Soiled clothing to remain in bucket until child’s departure.
3. Use baby wipes to wipe the child clean and place wipes into plastic bag.
4. Assist child into shower and wash the child standing in the shower. Place floor towel into hazardous materials tub.
5. Dispose of gloves into bag with baby wipes, seal the bag and put into nappy bin in laundry.
6. Assist child out of the shower and onto a clean floor towel. Dry the child.
7. Redress child, assisting if required. Child to return to play with other educators if well. If unwell child should be supervised in a quiet space away from other children until collection.

**Cleaning**1. Reapply new gloves, spray shower with disinfectant, wipe with red cloth and rinse. Place red cloth in hazardous materials tub.
2. Wash used towels in washing machine – on their own to avoid cross contamination. This step may need to be repeated if extremely soiled.
3. Remove gloves and wash hands.

**Communicating and documenting**1. Document on toileting and change log with time, date and description.
2. Call family if necessary or notify family on departure- sending soiled clothes home.

**Refresh**1. Using gloves, wash Hazardous-soiled materials tub with warm soapy water and dry. Remove gloves and place in bin.
2. Replace towels and plastic bags and return tub to designated location under the change table.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 27/5/2022 Emily Roalfe, Staff team and families (communicated via storypark)  |
| **Key changes made and reason/s why** |
| Update from old template to new template. Information around stand-up nappy changes and general toileting practices added to reflect the needs of children currently in attendance.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated via story park, on sign on table and staff table. |

*Copy and paste a new table to record each occasion the procedure is reviewed.*