

# Nappy Changing and Toileting Policy

Askea Community Childcare Centre believes nappy changing is a time for both key worker and child to develop a bond while providing a safe and clean environment to carry out nappy changing. Askea Community childcare will ensure the child's dignity is respected and that it is a positive experience for both staff member and child.

## Principle of Nappy Changing and Toileting

This policy is underpinned by the Child Care Act 1991 ( Early Years Services Regulations) 2016, Regulations 10, 19 and 23 ; Regulation of School -Aged Services 2018, United Nations Convention on the Rights of the Child (UNCRC) , Children First Act (2015), Children First: National Guidance for the Protections and Welfare of Children (2017), Our Duty to Care (2002), Safety Health and Welfare at Work Acts, 2005, 2010

### Rationale

This Policy works in partnership with our policy on Infection Control and is to help reduce the risk of infection to children and staff members from nappy changing and personal care activities. It is also very important for young children's wellbeing that they are interacted with positively and respectfully during all personal care activities.

Management of Infectious Disease in Childcare Facilities and Other Childcare Settings sets out the precautions and procedures with regard to nappy changing and toileting. In addition the Scottish Care Inspectorate states that:

'Gastrointestinal illnesses including Norovirus, Salmonella, or E Coli O157 are highly infectious and can potentially be transmitted in the nappy changing area if good standard infection prevention and control precautions ...are not adhered to.... Outcomes of such infections can have serious effects for those affected, with children aged under five years most susceptible.'

Scottish Care Inspectorate, 2018

Children under the age of three years are particularly susceptible to infection due to an immature and developing immune system. Safe and hygienic nappy changing practice is important to prevent germs being transmitted to the child being changed, to other children, to staff members, and to the surrounding environment.

This policy will be used by staff to provide for all children using nappies and/or not yet able to use the toilet independently.

The child-centred approach advocates that a child must be physiologically and psychologically ready to begin the process of toilet training. It is important to consider that initiating toilet training before the child is developmentally ready may create stress and anxiety for the child and the family, and increase the length of time it takes to for the child to learn.

The main aims of this policy and procedures are to:

- Safeguard the rights and promote the welfare of children.
- Provide clear guidance and reassurance to staff members for whom providing personal care to children is a core part of their role.

- Assure parents/guardians that staff members are knowledgeable about personal care and that their individual concerns are taken into account.
- Ensure participation and inclusion for all children.
- Recognise that nappy changing time presents opportunities to promote children's learning, to meet their individual needs and to develop strong relationships.

The Australian Children's Education and Care Quality Authority reminds educators and providers that in addition to meeting children's physical needs, nappy changing and toilet training is an important opportunity to:

- Support children's agency<sup>1</sup> to develop an understanding and control of their own bodily functions.
- Give children your full attention and build respectful, trusting and caring relationships.
- Interact with children using verbal and nonverbal communication.
- Build children's understanding of what is happening now and promote their ability to predict what will happen next in the routine.
- Help children to develop and extend their self-help skills.

#### **Children's needs:**

- Their personal care to be provided in a professional way, with their safety and welfare – including privacy, dignity, personal preferences, individual personalities, sensitivities and particular needs – all fully and carefully considered.
- Their parents to be involved with early years staff in ensuring that they have consistency of care, as far as possible, as well as the support they need to feel safe, fully included and comfortable at all times while in the service.
- The recognition by early years staff that they are still developing the capacity to know and manage their bodily functions, both physically and psychologically, and that they need time, support and understanding to continue this development successfully.
- Warm and responsive interactions at all times
- The environment in which their personal needs are met to be thoughtfully designed to be accessible for them and to promote their competence in self-care.

#### **Parents'/Families' needs:**

- To know that their child will, at all times, be provided with the best possible care and attention and will have their health, safety and welfare, privacy and dignity protected.
- To be assured that their child will be comfortable and appropriately supervised.
- To know that they will be kept fully informed and involved in all decisions and plans relating to their child's personal care and toileting related activities.

#### **Staff needs:**

- Clarity on their roles and responsibilities relating to all nappy changing, toileting and personal care provision for children.
- To know that the standard procedure that they follow when changing nappies is the appropriate procedure to ensure the safety and wellbeing of the children and their own safety.
- To know what the service's approach is to dealing with supporting toilet training and with toileting related incidents such as when a child has a toileting 'accident' (i.e. wets or soils themselves).

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<sup>1</sup> Supporting children's agency is about recognising that children have a right to make choices and decisions, and are capable of initiating their own learning.

- To be clear on the service's approach to inclusion for all children, irrespective of their level of independence in toileting.

### Management needs:

- Ensure that they meet the requirements of the Child Care Act 1991 (Early Years Services) Regulations 2016, Child Protection Legislation and Guidelines, Health and Safety Legislation and Equality Legislation.
- Ensure that all staff members and all parents of children attending the service, are clear on the service's requirements, expectations and practices in relation to nappy changing and toileting.

### Definitions/Glossary

<b>Personal Care</b>	Attending to the physical needs of a person where the person is unable to undertake this care for themselves. Examples include support with dressing and undressing (underwear), changing nappies, helping a child use the toilet or cleaning private parts of the body. In some cases it may include dealing with some medical devices (for example, a catheter or stoma) or administering certain medications (for example, applying creams to private parts of the body or administering medications that require rectal administration).
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## Nappy Changing and Toileting Statement

Askea Community Childcare Centre is committed to safeguarding and promoting the wellbeing of all of the children in our care. We are committed to ensuring that all staff members responsible for the personal care of children undertake their duties in a professional manner at all times. All hygiene and safety practices used in the service are consistent with recommendations from the Health Protection Surveillance Centre (HPSC) and the HSE.

We respond to children's individual personalities, sensitivities and needs in relation to nappy changing, toileting and toilet training. We work in close partnership with parents/guardians to share information and provide continuity of care. This includes asking for information from parents about the words and practices used at home for nappy changing or toileting and supporting toilet training.

Nappy changing is carried out with utmost care following best practice guidelines on safety, hygiene and positive interactions during daily routines. A clear nappy changing procedure is outlined and displayed in the changing *area/room* to be followed by all staff members who are changing children's nappies. *[An example of such a procedure is detailed below and a shorter version is also available on page 75 of [Management of Infectious Disease in Childcare Facilities and Other Childcare Settings](#).]*

Parents must supply nappies, wipes, creams, lotions, change of clothes and any other items required for their child.

Only creams and lotions provided by parents for their child, or specifically prescribed for an individual child, will be used for that child. They will not be used on a child for whom they have not been specifically provided or prescribed. (See Policy on Administration of Medication.)

Our intention is that no child will ever be left in wet or soiled clothing. As soon as a member of staff responsible for a child is aware of the child having wet or soiled themselves they will clean them. The wet or soiled clothing will be wrapped in a plastic bag and sealed for parents to take home. At all times the member of staff will pay attention to the level of distress and comfort of the child and will only help them to change with their agreement. We will do our best to provide reassurance and encouragement to the child. In the event a child is reluctant and then refuses, their parent/guardian will be contacted immediately. If the child is ill the staff member will notify the Manager to phone their parent/guardian.

We will do our best to avoid drawing attention to such events and to positively support and encourage children in their efforts to become as independent as they are able. Where there is a decision made in partnership with parents to devise an individualised toilet training plan – based on the child’s developmental level and their readiness to learn – this is co-ordinated with the parents/guardians and records are kept in the child’s individual record.

At all times interactions are warm and positive and children’s cues are responded to quickly. Children who are out of nappies or who are training have unrestricted access to the toilet.

We work with parents to support toilet training, when a child shows readiness - unless there are medical or other developmental reasons why it may not be appropriate for toilet training to begin. Where specialist equipment and facilities, above what is currently available in the service, are required, every effort will be made through accessing the support of AIM (Access and Inclusion Model) to provide appropriate facilities in a timely fashion. This will be done following agreement with parents/guardians and with the support of a Physiotherapist and/or an Occupational Therapist if necessary.

*Issues can sometimes cause toilet training to be delayed and up to about the age of 4 years some young children may not be ready for training. Also it may not always be apparent if a delay in a child’s independent toileting is due to a medical need or delayed development. It is important to make reasonable adjustments for all children, given that later identification of impairment/disability may occur.*

One child will be cared for by one adult unless there is a sound reason for having more than one adult present. In such a case, the reasons are documented. Personal care arrangements are discussed with parents/guardians on a regular basis and recorded on the child’s individual care plan. The needs and wishes of the child and their parents are taken into account wherever possible, within the constraints of staffing and in accordance with equality legislation.

In the event of their child having an unexpected need for help with personal care (for example in the case of a toilet ‘accident’ or wet clothing), parents/guardians are always informed on the day. This information is communicated to the parent discreetly in person, by phone or by sealed note.

All children are treated with respect at all times and in particular in relation to toileting and when personal care is given. No child will be attended to in a way that causes distress, embarrassment or discomfort. The privacy and dignity of each child is maintained and respected at all times.

## Procedure for Nappy Changing

- Children's nappies and other items are stored in individual compartments and labelled.
- All children will be asked/ informed when it's time to change their nappy
- Children's nappies will be changed in regular intervals or when necessary

- Disposable paper towels are used to cover the changing mat, and for hand-drying purposes. • Disposable gloves are provided and worn during nappy changing; however, this does not negate the need for hand washing
- Staff will interact in a positive way with the child during the nappy changing
- Only staff members will change children on the premises.
- Soiled nappies are bagged and disposed of hygienically i.e. sanitising unit or binned and removed from the nappy changing area
- The nappy changing mat is disinfected after every use
- Anti-bacterial soap is provided for hand washing
- Children are never left unattended when having their nappy changed
- If required, another staff member is always available to provide assistance
- Each nappy changing is recorded in the child's daily record
- Cleaning schedule is in place to ensure that the nappy changing area is clean and hygienic at all times.

#### ***Covid-19 Hygiene practices:***

- Hygiene practices are important to prevent spread of COVID-19. Appropriate signage on the premises will continuously communicate the HSE recommendations to prevent infection spread.
- **Regular hand washing with soap and water is effective for the removal of the COVID-19 virus.**

#### **Interactions**

Nappies are changed as necessary, in a timely manner and in response to a child's cues indicating discomfort or a child exhibiting behaviour that suggests a soiled or wet nappy.

Explanations are given to children about what is happening when they need a nappy change, in a straightforward and reassuring way.

Strong signs are given that enable the child to anticipate and prepare for the events, for example a very young child can be shown a clean nappy to indicate the intention to change their nappy.

Children are always approached gently and with consideration, and always from in front, when they are being taken for a nappy change.

The words used for parts of the body and bodily functions are agreed with parents to help ensure continuity.

It is important there is consistency in practice and communication between and with all staff regarding nappy changing and toileting practices.

Children are encouraged to be as independent as they are able to be and to undertake as much of their own personal care as is practicable.

Children who are toilet trained or training are prompted by asking or reminding them about using the toilet to help avoid 'accidents'. (If a child is encouraged to 'hold on' too long on a regular basis it may cause problems in the future with poor bladder emptying. On the other hand, bringing a child to the toilet too often can lead to reduced bladder capacity and also the child will not get the opportunity to experience 'full bladder' messages which they would learn to recognise as signals to go to the toilet.)

Staff members are always positive about toilet training so that encouragement is communicated in their language and behaviour.

Children don't have to wait to use the toilet when one is available and are allowed to take their time during toileting.

Parents and the child are reassured that, if the child has an accident, it is not a problem and children will not be made to feel that it is an issue.

### **Child Protection**

**(Please see Child Protection Policy and Procedures)**

When assistance is required in relation to personal care for a child, the staff member ensures that another appropriate adult is in the vicinity and is aware of the activities to be undertaken.

Cameras and smartphones are **never** to be taken into the changing area or the toilet area/s.

### **Partnership with parents**

All toilet training and toileting related decisions and plans are made in partnership with parents.

Parents are consulted about the words and the practices used at home for nappy changing and toileting, to help ensure consistency and continuity of care for the child as far as possible.

Families are encouraged to provide older children who are toilet trained or training with clothes that make it easier for them to toilet independently, for example, elasticated pants that are easy to pull up and down.

### **Toileting 'accidents'**

When a child who is not using nappies wets or soils themselves accidentally, they are cleaned immediately.

This may involve the member of the staff taking the child to an appropriate place in the toilet area or the changing *area/room* (**always** with the knowledge of at least one other member of staff); helping the child to remove their soiled clothes; cleaning their skin (this may include bottom, genitalia, legs, feet); helping the child to dress in the child's own spare clothes; and wrapping soiled clothes in plastic bags (double wrapping if necessary) to give to parents to take home.

The member of staff responsible checks the child regularly to ensure that they are clean and dry before leaving to go home.

It is essential to balance the child's privacy with their safety and the safety of the staff member. A staff member taking a child into the changing room informs another staff member and records the time of the nappy change.

### **Hand washing**

Both adults' and children's hands are washed after nappy changing and toileting.

Children never share water in communal basins or bowls for hand washing.

Hand sanitisers or alcohol-based hand rubs are not a substitute for hand washing.

Gloves are not a substitute for handwashing – hands must always be washed before leaving the changing room.

Hand sanitiser must be used when leaving the changing room.

### **Guidelines for use of potties**

Potties must be used in the toilet area only.

After a child has used a potty:

- Put on disposable gloves and apron and put contents of the potty into a toilet.
- Remove residue with toilet roll and flush down the toilet.
- Clean the potty with detergent and hot water or paper towel with detergent and hot water.
- Dry with paper towel.
- Remove gloves and apron.
- Wash your hands.
- Then help the child to wash their hands.
- Put potty in a clean, dry area — do not store potties one inside the other.

Potties must never be washed in the designated hand washing sink. Potties must be stored out of reach of children when not in use.

### Guidelines for nappy changing

Staff members undertaking nappy changes should not be involved in the preparation, cooking or serving of food. If this is unavoidable, the staff member should wear a disposable apron as well as gloves and wash their hands. Please note: The apron for food preparation must be a new apron separate from any used for nappy changing.

Nappies must be changed in the designated changing room.

The door to the changing room should be closed when the room is in use and after leaving the room.

Curtain closures are to be used to provide privacy for the child having a nappy change when other children/adults are occupying the changing room.

Volunteers and students do not change nappies or assist children with toileting needs.

Community Employment workers can assist children with nappy changing and toileting needs when they have been trained to do so by relevant staff within Askea Community Childcare Centre, and are comfortable and competent with the procedures.

### Procedure for changing a nappy

- Ensure you have all equipment needed (including cleaning wipes, any required lotion or cream, a clean nappy) **within easy reach** of the change mat; that your hands are clean and you can reach the nappy bin **before** you start.
- Wear a disposable plastic apron when there is a risk of getting urine or faeces onto skin or clothing.
- Two disposable gloves must be worn.
- Let the child know that you are going to change their nappy. Always approach them from in front and pick them up or lead them to the change table gently.
- Close the change area door.
- Place/assist the child onto the change table. **Never move away from the child while they are on the change table even for an instant.** Always keep one hand on them to prevent them rolling or climbing off the change table.
- Keep everything that could be a safety hazard out of the child's reach.
- Interact positively with the child throughout the process. Remove the nappy and dispose of it by placing it directly in the appropriate bin. If the disposable nappy is soiled bag it a nappy bag before putting it in the bin provided. Sometimes it may be necessary to double bag a nappy.
- Any non-disposable nappies should be double bagged and placed directly into plastic bags to give to parents. Solid faecal matter may be disposed of into the toilet. Never rinse or wash non-disposable nappies because the risk of splashing may cause germs to spread.
- Remove any clothes with urine or faeces on them.

- Clean the child with the appropriate wipes – always ensure that girls are cleaned from front to back to prevent infection of the urethra.
- Check for, and plan to record, any skin problems the child may have.
- Apply cream/lotion, if required, with clean cotton wool or a clean tissue. Ensure creams and lotions are not shared between children. Creams and lotions for each child will be individually labelled.
- Put on the new/clean nappy.
- Remove gloves and apron. First remove one glove by folding it down from the wrist and hold it in a ball in the other gloved hand. Still holding it, remove the second glove by folding it down from the wrist, turning it inside out and wrapping it over the first glove as you go. Put the gloves directly into the bin.
- Dress the child.
- Take the child away from the change table and wash their hands or allow them to wash their own hands and dry them using a paper towel.
- Take the child back to the play area.
- Clean the change mat with detergent and warm water and dry it after each use. If soiled, clean then disinfect using a chlorine-based disinfectant (according to manufacturer's instructions), rinse and dry after use.
- Always wash hands after every nappy change using warm water and liquid soap. Wearing gloves is not a substitute for washing hands.
- Dry hands with a disposable paper towel.
- Ensure the door to the changing area is closed as you leave.
- Apply sanitiser to child's hands and your own hands and explain and model for the child by rubbing hands as per hand washing motions.

**Keep changing area clean:**

- All surfaces must be cleaned and disinfected daily, including nappy changing unit and surrounding surfaces.
- The changing mat/s must be checked on a regular basis and discarded if the cover is torn or cracked.
- Ensure the nappy changing area is well ventilated and bins are emptied frequently.

**Change gloves:**

- After caring for each child.
- After doing different care activities on the same child.
- Wash hands after gloves are removed.

**Encourage older children in nappies to be as independent as possible:**

- In accessing the changing area/table.
- Dressing themselves.
- Washing and drying their hands.
- In decisions around when nappies are changed.

**Guidance for toileting**

For children who are toilet trained or training:

- Always inspect the toilet area (including toilet seats) before they are used by the children and during the day to make sure they are visibly clean.
- If needed, help children use the toilet and wash their hands afterwards.
- Wash your hands after helping the children use the toilet.



**Guidance for nappy changing and toileting on outings**

- Advance consideration must be given to arrangements for offsite activities.
- Every child's right to privacy must be respected and children should be changed only in an appropriate place where their privacy and dignity can be maintained.
- This area should be clean, warm and safe.
- Appropriate facilities must be available – such as a changing mat, child's toilet seat or potty.
- Parents are asked to provide all necessary consumables which could include: nappies, baby wipes, nappy sacks, and plastic bags for soiled clothing.
- Changes of clothing must also be made available by parents.

**Communication Plan**

All parents/guardians are to be informed of the policy and procedures regarding Nappy Changing and Toileting on enrolment. Staff members will check with parents/guardians that they have read and understood the policy and provide any assistance needed.

Familiarity with this policy will be included in staff induction and annual staff training.

A copy of all relevant policies will be available during all hours of operation to all staff team members and parents/guardians in the Policy Folder located in Reception.

Parents/guardians may receive a copy of the policy at any time upon request.

Parents/guardians and all staff team members will receive written notification of any updates.

**Related Policies, Procedures and Forms**

- Infection Control Policy
- Policy on Administration of Medication
- Records and Record Keeping Policy
- Partnership with Parents Policy
- Child Protection Policy
- Nappy Changing Record Form
- Nappy Changing Procedure
- Hand washing Procedure

**References/Supporting Documents/Related Legislation**

- Tusla: Quality Regulatory Framework
- Management of Infectious Disease in Childcare Facilities and Other Childcare Settings (2012) Preschool and Childcare Facility Subcommittee Health Protection Surveillance Centre (HPSC)
- Síolta the National Quality Framework for Early Childhood Education
- Aistear: The Early Childhood Curriculum Framework
- Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings) October 2016 Health Protection Scotland NHS National Services Scotland
- Toileting and Nappy Changing Principles and Practices Australian Children's Education and Care Quality Authority October 2016
- Licensing criteria for centre-based ECE Services Ministry of Education New Zealand Government <https://www.education.govt.nz/early-childhood/running-an-ece-service/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/health-and-safety/hygiene/hs3-nappy-changing-procedure/>
- Nappy changing facilities for early learning and childcare services: information to support improvement Scottish Care Inspectorate June 2018

- Children's Handwashing Poster <http://www.safefood.eu/Education/Pre-school/Pre-school-handwashing-poster.aspx>
- Adults' Handwashing Poster <http://www.hse.ie/eng/services/list/5/publichealth/publichealthdepts/resources/handwashing.pdf>
- First 5, Guidance for Reopening, Government of Ireland (2020)
- Guidance for Early Years Services managing COVID-19, (Tusla, 2020)

### **Who Must Observe This Policy**

Parents, staff, volunteers and students.