

Nappy Changing & Toileting Policy

Procedure Version	Version 11
Related Policy & Forms	Hand Washing, Infection Control, Child Safeguarding Statement, Active Supervision Policy, Partnership with Parents
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Responsible for Implementation	Managers
Staff Involved	All staff in Crèches
Date for Next Review	January 2024
Person responsible for review	Regional Managers

Part 1 Policy

Regulation 23: Safeguarding Health, Safety and Welfare of Children states the protection and welfare of the children in ECEC services is paramount, and the children's safety and wellbeing is the priority. Registered providers must be committed to safeguarding the children within their care, and to providing a safe environment where they can play, learn and develop. Park Academy Childcare is committed to safeguarding and promoting the wellbeing of all children in our care. All hygiene and safety practices used within our service are consistent with recommendations from the Health Protection Surveillance Centre (HPSC) and the HSE.

We respond to children's individual personalities in relation to nappy changing, toileting and toilet training. We work in partnership with parents/guardians to share information and provide continuity of care. Nappy changing is carried out with the utmost care following best practice guidelines on safety, hygiene and positive interactions during daily routines. Parents/guardians will provide all materials needed for their child's care needs. Only creams and lotions provided by the parents/guardians for their child, or specifically prescribed for an individual child, will be used for that child.





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Individual cameras and smartphones are **never** to be taken into the changing area or toilet area. There are CCTV cameras installed by Park Academy Childcare in all nappy changing and toileting areas.

NB: No child is to be left in wet or soiled clothing. As soon as a staff member notices a child may have wet or soiled their clothing the staff member must attend to them immediately.

Part 2 Procedures

Nappy Changing

The following steps **MUST** be adhered to in this order at all times:

- 1) Prepare nappy changing area with all equipment needed (creams nappy, wipes etc).
- 2) Before starting nappy changing, wash hands with soap and warm water, put on an apron and disposable gloves. **NB:** Disposable aprons and gloves must be changed between each nappy change.
- 3) Communicate to the child “we are going to change your nappy” by getting down to the child’s level and making eye contact with the child. Check the child’s mouth for any food or other objects before bringing them to the changing room.
- 4) Bring the child to the nappy changing area and place him/her on the mat, talking to the child in a positive caring tone (make the most of this one-to-one time with the child). **Never leave a child unattended and ensure you keep one hand on the child at all times.** If the child is using the steps to access the changing mat, the staff member must stay by their side.
- 5) Remove bottom half of clothing. It may also be necessary to remove shoes.
- 6) Remove as much of the soil as is possible with the nappy.
- 7) Any non-disposable nappies should be double bagged, tied and placed directly into a zip lock bag provided by the parents which is to be sent home the same day. Solid faecal matter may be disposed of into the toilet if there is no toilet available waste should be placed in a nappy bag disposed of in the nappy bin. Never rinse or wash non-disposable nappies, the risk of splashing may cause germs to spread.



- 8) Use wipes or cotton wool to clean the child's bottom, always working from front to back so as not to spread infection. Use cotton wool if the child's bottom is sore.
- 9) Dispose of the nappy/wipes into a nappy bag, tie it and place into the bin.
- 10) Put on a clean nappy and apply the child's cream as required, talking to the child at all times.
- 11) Remove and dispose of gloves and apron **before** dressing the child.
- 12) Replace clothing and footwear, **wash the child's hands and bring child back to room** or place back on the floor beside you (Jellytots or older) until you are ready.
- 13) Put all contents back into child's basket and put back on the shelf.
- 14) Immediately wipe the changing mat and surrounding area using sanitiser spray and a pink cloth. Put the cloth into the designated container for soiled cloths to wash afterwards.
- 15) Wash hands with soap and warm water and dry with disposable paper towel after each nappy change.
- 16) Take a record of whether the child's nappy was soiled or wet on the daily chart. Take notes of any abnormalities observed.
- 17) Make a note of any products that need to be replaced i.e., nappies, cream, etc.
- 18) Use hand sanitiser once all nappy changes are complete.



Toileting

All toilet training and toileting related decisions and plans are made in partnership with parents. We consult with parents about the words and the practices used at home for nappy changing and toileting. We will also provide the parent with documented information on how we will facilitate the training process. This ensures 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.

Procedure for the use of Potties

- Potties must only be used in the toilet area
- When the child is sitting on the potty, put on the apron and gloves
- When the child has finished using the potty, help them clean themselves and fix their clothes.
- Use praise and recognition to promote self-esteem and a sense of achievement
- While the child is washing their hands, empty the potty down the toilet, rinse and sterilise using the sanitizer spray. **NB:** Potties must never be emptied or washed in the designated hand washing sink.
- Dry the potty with blue roll and then return it to the designated area. Potties must not be stored one inside the other.
- Dispose of the gloves and apron and wash your hands
- Return the child to their class
- Update Potty Training Form with time and whether it was a wet/soil

Supervision during Toileting

- Toileting is a time when older preschool children may desire privacy. It is the role of the staff to help children use the restroom facilities safely and independently. It is not necessary to see each child, younger children may need you present for support; however, independence will always be encouraged as they use the restroom, but you should be able to hear all children.
- Staff should position themselves to allow them to enter the room quickly to provide assistance if required. Staff should ensure hand washing takes place and that other sanitation procedures are followed.



Toileting Procedure

Always inspect the toilet area (including toilet seats) throughout the day and before they are used by the children to ensure they are visibly clean.

- Children who are toilet trained or training are prompted by asking or reminding them about using the toilet to help avoid accidents.
- Steps are provided for any toilet that is not at the child's height
- Children's privacy and dignity is always respected.
- 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 can 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.
- 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. Help the child to remove their soiled clothes; cleaning their skin (this may include bottom, genitalia, legs, feet); help the child to dress in the child's own spare clothes; and wrap soiled clothes in plastic bags and label with the child's name (double wrapping if necessary) to give to parents to take home. Disposable gloves must and aprons must be worn during this time.
- Accidents will be recorded and shared with families in order to help with the toilet training process
- Both adults' and children's hands are washed after toileting
- Blue role is provided.
- Advance consideration must be given to arrangements for toileting for offsite activities.
- All staff members should check the child regularly to ensure that they are clean and dry throughout the day and before leaving to go home.
- If older children are using the toilet independently, they must be checked on and asked on return to the room if they flushed the toilet and washed their hands.
- If a child is new to toileting they must be supervised during this time.





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