

# THE GOWRIE (QLD) INC

## NAPPY CHANGING & TOILETING POLICY

### CONSIDERATIONS:

QIAS	Principle 6.4
REGS	Child Care Regulation 2003 Sections 52 / 56 / 58 Child Care Act 2002 Section 76

### POLICY STATEMENT:

To interact in a positive way with children as part of the toileting / nappy changing routine and to adhere to hygienic practices to prevent disease spreading through contact with body fluids.

### RELEVANT FORMS/MATERIAL:

- ***Handwashing Chart & Instructions***
- ***Changing nappies without spreading germs poster***
- ***Administration of Nappy Rash Creams***
- ***Individual preference Toileting/Nappy change for children***

### SOURCES:

- National Health & Medical Research Council (2005) *Staying Healthy in Child Care: Preventing infectious diseases in child care.* (4th Ed.) Commonwealth of Australia: Canberra.
- Stevenson, David (2001) *Health and Safety in Queensland Child Care Services: A Blue print for Success.* Scintel: NSW.
- Roche, Dee & Caton, Scott (1999) *Managing the Risks in Children's Services: An integrated approach to managing risk for children and staff.* The Lady Gowrie Service (WA) Inc: Karawara.

REVIEWED: April 2010

Date to be Reviewed: April 2011

IMPLEMENTATION:	
<p><b>BEFORE YOU START</b></p>	<p><b>Have an area specifically set aside for changing nappies.</b> <i>Do not share the same nappy change mat with children from another room.</i></p> <p><b>Collect items you need before placing child on change mat:</b></p> <ul style="list-style-type: none"> <li>- Gloves</li> <li>- Disposable wipes for cleaning child's bottom</li> <li>- Child's personal, labeled, ointment (if provided by parents)</li> <li>- Fresh nappy and clean clothes (if necessary)</li> <li>- Plastic bag (if needed for soiled clothing or nappy disposal unit not close by).</li> </ul> <p><b>Always wear gloves for nappy changes.</b></p> <p><b>If using plastic bags always tie spare bags in a knot prior to storage.</b> <i>To avoid the risk of suffocation.</i></p> <p><b>Keep child's hands occupied during nappy changing to prevent them touching faeces and urine.</b> <i>Have small plastic toys for child to handle, mobiles for child to look at. (After each nappy change place toys that have been used in container with toys to be washed.)</i></p> <p><b>In the case of a toddler ask him/her to walk to the change area.</b> <i>Have steps available so that the child can climb up to the change mat.</i></p> <p><b>In case of obvious soiling use only your hands to carry a crawling child.</b> <i>Hold the child away from your body explaining your actions to the child and that they will be able to return to play/exerience/caregiver after he/she is clean.</i></p>
<p><b>WHAT YOU SHOULD DO</b></p>	<p><b>CHANGING A NAPPY:</b></p> <ol style="list-style-type: none"> <li>1. Collect gloves, wipes, creams, clean clothes, nappy and plastic bag.</li> <li>2. Place a disposable covering (such as roll paper, paper towels, greaseproof paper or large sheets of computer paper) on the change table where the child's bottom will be. <i>Table surfaces should be smooth, non-absorbent and easy to clean.</i></li> <li>3. Put on gloves. <i>Gloves must be worn for <b>all</b> nappy changes, either for a wet or dirty nappy.</i></li> <li>4. Place child on change mat or vinyl sheet – for safety, keep at least one hand on the baby at all times. <i>Never leave a child unattended on a change table.</i></li> </ol>

<p><b>NAPPY CHANGES</b></p>	<p>5. Remove the child's nappy and any soiled clothes. Put nappy in sluice if within easy reach OR in a bin or on bench away from child.</p> <p>6. Clean child's bottom with a premoistened disposable towelette or a dampened, single-use disposable towel and place in plastic lined bin/receptacle. <i>If cream needs to be applied use a clean glove.</i></p> <p>7. Remove the paper from under the child and your gloves before touching the child's clean clothes. <i>Remove gloves by peeling them back from the wrist. Do not let your skin touch the outer contaminated surface of the glove. Put paper and gloves in bin/receptacle being careful not to touch the bin with soiled material.</i></p> <p>8. Place clean nappy and clothes on child. <i>Either clean child's hands and return child to play, or hand child over to another carer to clean the child's hands.</i></p> <p>9. Dispose of dirty clothes and dirty nappy if necessary.</p> <p>10. Wipe down change mat using viraclean and paper towel, dispose of gloves and then wash own hands.</p> <p>11. Clean the nappy change surface at the end of a major nappy changing session and again at the end of the day. Wipe the area with viraclean and leave for as long as possible.</p>
<p><b>PROCEDURE</b></p>	<p><b>If using sluice:</b> after nappy change remove any solid matter from nappy and soiled clothes into sluice (use gloves). <i>With cloth nappy:</i> place nappy and soiled clothes in plastic bag to return to parents; <i>With disposable nappy:</i> place in plastic bag and/or receptacle provided.</p> <p><b>If faecal matter spills</b> onto the mat or change table clean with detergent and warm water, then wipe with viraclean and leave to dry.</p> <p><b>Remove</b> the morning change mat or vinyl sheet and place outside in the sun. Use a fresh mat or sheet for the afternoon.</p> <p><b>Wash your hands.</b></p>

<p><b>REMEMBER</b></p>	<p><b>THE SOCIAL ASPECT OF THE NAPPY CHANGE ROUTINE:</b></p> <ul style="list-style-type: none"><li>- Be aware that young babies can spend a lot of time in routine situations such as nappy changing and feeding.</li><li>- Make use of these times to interact with babies, to talk, sing, and play. Always treat nappy change and toileting routines as opportunities to interact positively with babies and toddlers.</li></ul>
<p><b>WHAT YOU SHOULD DO</b></p> <p><b>TOILETING</b></p>	<ul style="list-style-type: none"><li>- Help the child use the toilet.</li><li>- Help the child wash their hands.</li><li>- Ask the parents to supply a clean change of clothing.</li><li>- Place soiled clothes in a plastic bag for parents to take home at the end of the day. Place bag with soiled clothes in a secure place out of the reach of children.</li><li>- Wash your own hands.</li></ul>