

17 PROCEDURE: NAPPY CHANGING AND TOILETING

Aim

To ensure the children and staff are comfortable and safe when a child's nappy needs to be changed or when a child needs to use a toilet.

17.1 Guidelines for Nappy Changing

- 17.1.1 Teachers, permanent relief teachers or permanent staff, known to the child, are the only people authorized to change children.
- 17.1.2 The staff member assisting with toileting has made another staff member aware they are with the child and has been recorded.
- 17.1.3 The name of the person informed is recorded on the changing record which is kept in the class bathrooms, along with the date, state of the nappy, time and signature of the staff member who is changing the child.
- 17.1.4 Nappies are changed only in the bathroom, predominately with the child standing.
- 17.1.5 Disposable gloves may be worn by staff when changing a nappy.
- 17.1.6 Disposable soiled nappies are placed in the appropriate containers. Cloth nappies are to be placed in an appropriate bag and placed in child's school bag.
- 17.1.7 Children will be encouraged to wash their hands after toileting.
- 17.1.8 Nappies are supplied by the parents.
- 17.1.9 The school will keep a stock of nappies in case insufficient nappies have been provided. Parents will be asked to replace any school nappies used for their child.

17.2 Guidelines on Toileting

- 17.2.1 Children are encouraged to use the toilet independently whenever possible. When children are assisted, details are recorded on the toileting schedule in the bathroom.
- 17.2.2 Wet or soiled clothing are placed in the child's back pack in a wet bag or plastic bag provided by parents.

17.3 Guidelines on Showering

- 17.3.1 If a child is required to be showered / bathed the following procedure is followed;
- 17.3.2 Teachers, permanent relief teachers and permanent staff known to the child are the only people authorized to shower or bath a child.
- 17.3.3 Two permanent teachers or staff will be present at all times. One to bath or shower the child and one as support.
- 17.3.4 A shower kit is in each bathroom.
- 17.3.5 Run the water and check the temperature.

- 17.3.6 Verbally inform the child they are going to have a bath / shower.
- 17.3.7 Use soap provided to wash the child as necessary.
- 17.3.8 Dry and dress the child as appropriate in the bathroom.
- 17.3.9 Record the information on the Nappy Chart and sign who was present.
- 17.4.10 Clean area, towels and clothing as necessary
- 17.4.11 Inform parents / caregivers of the procedure when the child is collected.