



CHILD'S NAME: -----

WEEK BEGIN: -----

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7.00 am					
8.00 am					
9.00 am					
10.00 am					
11.00 am					
12.00 pm					
1.00 pm					
2.00 pm					
3.00 pm					
4.00 pm					
5.00 pm					

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7.00 am					
8.00 am					
9.00 am					
10.00 am					
11.00 am					
12.00 pm					
1.00 pm					
2.00 pm					
3.00 pm					
4.00 pm					
5.00 pm					

W = WET, S = SOILED, WIT= WET IN TOILET, SIT= SOILED IN TOILET, D = DIARRHOEA



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NAPPY CHANGING PROCEDURE POLICY

Policy and procedure number:

Link to NQS: 2.3.4, 2.1.4

Link to N.reg: 109

POLICY STATEMENT:

Educators are responsible for changing nappies of children in their care. It is important that there are proper procedures in place to ensure for this purpose.

AIM:

KIDZONEFDC aims to reduce the risk of diseases spread by faeces, urine or other bodily fluids when changing nappies of infants and/or non-toilet trained children.

IMPLEMENTATION:

Procedure:

- Have a separate area specifically for nappy changing. It should have hand washing facilities in close proximity.
- The nappy change area will be properly stocked with paper towels or towels, plastic bags, fresh nappies, clean clothes, rubbish bin with sealed lid lined with plastic.
- Encourage children that can walk to walk to the change area.
- Children are to be supervised at all times when on nappy change table, ensure children are secured with a safety harness on a raised nappy change table
- Dispose of all contaminated items in a closed bin lined with a plastic bag
- If in an outdoor bin, nappy must be wrapped and placed in closed bin.
- Keep all nappy changing equipments out of reach of children
- Ensure other children in your care are supervised when changing nappies

Nappy change procedure:

- Talk with families about the child's routines at home and preferred schedule to ensure consistency
- Ensure the nappy change area is safe, comfortable and away from food areas
- Explain to the child the process or procedure you are doing and why it's needed
- Use nappy change time as an opportunity to the interact with the child one on one
- Wash your hands and wear disposable gloves
- Remove the child's nappy and/or soiled clothes
- Place soiled nappies in a plastic bag



- Place soiled cloth nappies or clothes in a sealed plastic bag and send home with the child's family at the end of the day
- Clean child's bottom, wiping from front to back, with disposable wipes and dispose into a plastic bag
- Remove gloves before touching any clean clothing or the clean nappy.
- Remove gloves by peeling them back from your wrists, turning them inside out as you go. Place gloves in bin.
- Dress the child and wash and dry the child's hands, take the child away from change area.
- Wash your hands.
- Clean the nappy change surface after each use: Put on clean gloves and clean surface with neutral detergent and warm water. Wipe dry with paper towel. Dispose of gloves and paper towel in bin. Wash your hands. Disinfect after the last nappy change in a series of nappy changes.
- At the end of each day the nappy change area will be disinfected.
- Dispose of and replace any change mats that have exposed foam or that are unable to be fully disinfected after each use.

Who is affected by this policy?

Educators and families, Educators and Coordinators.

Related Policies and procedures

Hand Washing Policy.

Related FDC Documents

N/A

Sources:

- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010.
- Guide to the National Quality Framework.
- Early Years Learning Framework
- National Quality Standards

Reviewed: Aug 2017

Reviewed date: May 2018

Reviewed: May 2019

Updated 2020

TOILETING PROCEDURE POLICY



Policy and procedure number:

Link to NQS: 2.1.4, 2.1.1, 2.1.3

Link to N.reg: 109

POLICY STATEMENT:

The service accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion, or privacy needs.

AIM:

KIDZONEFDC aims to prevent the risks of diseases spread by faeces and/or other bodily fluids through toileting or toilet training of children. All of your toileting procedures must be positive experiences for children.

IMPLEMENTATION:

Educators will follow hygienic toileting practices at all times using the following practices –

- The procedure for toileting will be displayed in the toileting area.
- Encourage the child to be independent in their toileting habits and provide assistance as needed at all times.
- It is better to use the toilet when toilet training for effective hygiene and infection control factors.
- Ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets and wash hands after use.
- Adequate supervision must be maintained while children access toileting with a level of independence that is appropriate for their age.
- Individual cloth towels or paper towels must be available for hand drying after toileting.
- Kitchen sinks are not to be used for hand washing after toileting.
- Assist children to wash hands after toileting until they develop appropriate skills.
- Use a toilet in preference to a potty chair as using a potty chair increases the risk of spreadable of diseases.

Educators will use the following procedure for toilet training:

- Approach toileting in a relaxed way
- Remind and assist children to use toilet as needed
- Consult families on any toileting issues relating to their child
- Ask families to supply a few clean changes of clothing
- Place any soiled clothes in a sealed bag for families to take home, and ensure to keep it inaccessible to children
- Assist child to use the toilet and positively support their efforts
- Respond calmly to toilet 'accidents'



- Assist child to wash their hands and wash your hands
- Use paper towel or individual towel to dry hands and dispose of paper towel

Disposable gloves should be used for any of these stages in the toileting procedure:

- To help child to remove clothing if needed.
- To help child onto toilet if needed.
- To help the child to wipe themselves, encouraging them to wipe front to back.

If the child has soiled or wet their clothing, educators will:

- Remove any wet/soiled clothing and seal in a bag for washing. It must be double-bagged.
- Clean and dry the child.
- Remove your gloves and wash hands, do not touch the child's clean clothing.
- Put on new gloves and dress the child, wash and dry the child's hands. Have them leave the bathroom.
- Clean any spills following procedure for cleaning spills of body fluids.
- Remove and dispose of gloves, wash, and dry your hands.
- The laundry area includes a washing machine and/or trough with hot and cold-water supply for the laundering of soiled cloths, linen and nappies. Or, at the discretion of the educator, the educator may request that -
- The laundering of soiled cloths, linen and nappies is laundered away from the service
- Soiled laundry is hygienically stored in a sealed container, until such a time as it is removed from the premises.
- Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

Who is affected by this policy?

Educators and families, coordinators, management.

Related Policies and procedures

Enrolment Policy, Nappy Changing Procedure Policy, Hand Washing Policy.

Related FDC Documents

Enrolment form, educator and parent agreement policy.

Sources:

- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010.
- Guide to the National Quality Framework.
- Early Years Learning Framework
- National Quality Standards



Reviewed: Aug 2017

Reviewed date: May 2018

Reviewed: May 2019

Updated 2020



Nappy change and Toileting chart Book should be collated according to the following order:

1. Cover page
2. Nappy changing & Toileting procedure policy
3. Empty templet

Please make copies at least for three months



Nappy Change & Toileting chart Book