

TOILETING PROCEDURE

NQS link: Quality Area 2.1.2 Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation.

- At the **Balharry Kindergarten and Rural Care** we understand that children are ready to use the toilet at different ages and we will endeavour to work in partnership with parents/caregivers/guardians when this occurs.
- We ask that parents supply a minimum of 5 pairs of spare pants and at least one spare set of clothes.
- Children take different lengths of time to become toilet users but we will respect individual stages and parents wishes.
- When a toileting program has been implemented for a child we believe putting them in and out of nappies can be confusing.
- We will communicate with parents regarding their child's toilet use, verbally, in the communication book and on the toileting board.
- Children will be encouraged to use the toilet and positive reinforcement will be used.
- At kindergarten, staff are to inform each other when they need to assist a child with toileting or changing clothes.

First endorsed July 2002 Reviewed July 2005, February 2006, December 2008, July 2009, September 2011, October 2013

NAPPY CHANGING PROCEDURE

NQS link: Quality Area 2.1.2 Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation.

- Wash your hands
- Lift child onto change table or if capable allow child to walk up the steps to change table.
- Talk to child or distract him/her with mobile above their head.
- Take time to talk to the child to make it a pleasant experience for them.
- Put on disposable gloves
- Remove nappy and dispose of child's soiled nappy in nappy wrapper.
- Remove any soiled clothing if necessary.
- Clean the child's bottom. Use child's own nappy wipes (should be provided, if not we have spares next to the disposable gloves)
- Wipe from front to back always.
- Remove gloves and dispose gloves and wipes into bin
- Once child has a fresh nappy on, allow them to wash their own hands (if appropriate)
- Wipe down the change table using the disinfectant located on top of the cupboard next to the change mat, and paper towel.
- Replace disinfectant on top of the cupboard when finished.
- Wash own hands thoroughly.

Source – Australian Government – Staying healthy in child care – 4th edition

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