

Para Vista Preschool Toileting and Nappy Procedure

'It's a real milestone in your child's development when your child learns to use the toilet. When they are ready for this important step they begin to recognise the feeling that they need to use the toilet, and they can 'hold on' until they are in the appropriate place. Developing this skill in a supportive and positive environment promotes positive self-esteem and is an important aspect of the development of your child's self-help skills. Not only does it give them a sense of accomplishment and independence, you'll also feel a sense of relief'

Starting Blocks July 2025

At Para Vista Preschool one of the skills we aim to teach children is independence and responsibility. Together, with families, we each play a role in educating and taking care of our children so they can become thriving and responsible young people. Children become confident and independent with toileting in their own time and most children have achieved independence with toileting before starting preschool. However, some children may still be using nappies or pull-ups. Para Vista Preschool promotes and facilitates the inclusion of all children and no child will be excluded from attending our preschool due to not yet developing their independence with toileting.

We ask parents / caregivers to:

- Practice with their child and teach them how to manage the toileting routine including:
 - Manipulating clothing (pulling pants up and down)
 - How to wipe correctly
 - How to flush the toilet
 - How to wash and dry their hands
- Provide spare changes of clothes, including underwear or nappies / pullups and wipes in their child's bag each day
- Provide a spare pair of socks and shoes
- Send their child to preschool in clothing they can independently take on or off (buttons, zips etc)

If your child has any medical / developmental needs regarding toileting, parents / caregivers are asked to:

- Discuss any concerns with a member of the staff team to establish whether a Continence Care or Toileting Plan is needed.
- Provide the preschool with any medical / developmental reports / programs in relation to their child's toileting
- Provide the preschool with adequate supplies of nappies / pullups, wipes and any other aids that are used in supporting their child's toileting program
- Ensure your child arrives at preschool in a dry nappy / pullup. If your child has soiled their nappy upon arrival, we ask the parents change them before they handover to staff.

Preschool educators will support children's toileting needs by:

- Being respectful of parenting practices in relation to toileting procedures for individual children
- Supporting children to use the toilet independently as documented in the Continence Care Plan provided (including what has been developed in conjunction with the medical or allied health practitioner)
- Supporting children to use a range of strategies (with parent / caregiver consent) including reminders, toilet timing and, if negotiated, other strategies that are used in the home
- Supporting children with re-dressing after using the bathroom
- Engage in supportive practices including using praise and encouragement in their interactions with the child to create a positive nappy change and toileting experience

If a toileting accident occurs educators will:

- Encourage the child to get their clothes from their locker / bag (if there are no spare clothes available, the preschool will provide a change of clothes)
- Encourage the child to clean themselves and change their own clothing (where practical and depending on level of soiling, ability and confidence of the child)
- Put soiled clothing in a plastic bag and seal. Soiled clothes are kept in sealed container and returned to the family at the end of the day.
- Encourage child to use the toilet, wipe themselves, flush the button and wash their hands
- Record incident on continence management log
- Inform parents at pickup
- Respect the rights of the child by:

Approved by Governing Council on 16/6/2020- Next review June 2022,

Reviewed and updated September 2024, Approved by Governing Council November 2024. Updated September 2025, Next review September 2026

- Asking whether we can help them to change
- Accepting the child's refusal of help from educators in regard to cleaning and changing. If this occurs, the family will be contacted to come into preschool to clean and change their child

The preschool will ensure that all educators have access to disposable gloves and follow hand-washing procedures.

Nappy Changing

Para Vista Preschool is dedicated to meeting the needs of the children by providing individual toileting support where required. Our preschool follows best practice guidelines for nappy changing and ensures areas are hygienic and practices are put in place to reduce the spread of infectious disease. Our preschool aims to make the nappy change a related, positive routine that provides an opportunity for educators and children to further develop trusting relationships.

Educators will practice effective hygiene by utilising the 'Staying Healthy in Child Care (6th edition)' practices when changing a nappy to reduce the spread of infection. These are:

Stand up Nappy Change Procedure

1. Bring child into the bathroom along with all required supplies.
2. Wash hands
3. Put disposable gloves on both hands
4. Encourage and assist child to remove any soiled or wet clothing and place in a plastic bag
5. Remove the nappy and place in the nappy bin
6. Encourage the child to sit on the toilet and try to go to the toilet
7. Clean the child's bottom with disposable wipes. Wipe front to back.
8. Dispose of wipes in the nappy bin
9. Encourage child to flush the button of the toilet
10. Remove gloves and put the gloves in the nappy bin
11. Place a clean nappy on the child
12. Encourage and assist child to dress
13. Wash and dry your hands and assist the child to wash and dry their hands

Lying Down Nappy Change Procedure

If a child has soiled their nappy and cannot be changed standing up, two educators will walk the child to the school accessible bathroom where there is a table provided. The process is:

- Ring for additional staffing from the school to ensure correct supervision ratios
- Gather gloves, wipes, nappies, changing aid (fidget, special toy to hold)
- Walk child to the school bathroom
- Disinfect the table
- Wash hands
- Put disposable gloves on both hands
- Assist child to lay on table and unfasten nappy
- Clean the child's bottom with disposable wipes. Wipe front to back
- Place dirty wipes in the nappy, remove the nappy from the child and place it in the nappy bin
- Remove gloves and dispose in the nappy bin.
- Place a clean nappy under the child and fasten the nappy
- Dress the child
- Help the child down from the table
- Disinfect the table
- Wash and dry your hands and assist the child to wash and dry their hands
- Walk back to the preschool

Additional Notes

Nappy bins to be emptied by ASD Facility Services weekly.

Children's nappies to be changed at scheduled intervals as determined by parents / caregivers and educators when developing the continence care plan. Nappies will also be checked and changed frequently throughout the day.

Children will have an individual continence management log where educators will record nappy changes.

The bathroom and toilet seats will be monitored by educators to maintain hygiene and cleanliness.

The nappy change procedure will be displayed in the bathroom along with hand washing posters.

References

ACECQA – Quality Area 2: Toileting and nappy changing principles and practice

[ACECQA Toileting and nappy Changing Principles and Practices](#)

National Quality Standard 5 Relationships with Children

Parent Easy Guide 10 – Toilet Training (2020)

[Parent Easy Guide - Learning to use the toilet](#)

Staying Healthy 6th Edition

[Staying Healthy in Child Care 2.5 Nappy changing and toileting](#)