PARA VISTA PRIMARY SCHOOL
PRESCHOOL - YEAR 6

Toileting and Nappy Procedure

Learning to use the toilet is an important developmental milestone. Children become confident and independent with toileting in their own time, and families and educators each play an important role in supporting this learning. Para Vista Preschool promotes the inclusion of all children. No child will be excluded from attending preschool because they are still learning toileting skills or require nappies, pull-ups or continence support.

Our approach is positive, respectful and child-centred. We aim to support each child's health, hygiene, dignity, privacy, independence and wellbeing while maintaining safe supervision and current infection control practices.

We ask parents / caregivers to:

- Practise the toileting routine with their child at home, including managing clothing, wiping, flushing and washing and drying hands.
- Provide spare changes of clothes each day, including underwear or nappies / pull-ups, wipes, and a spare pair of socks and shoes.
- Send their child in clothing they can manage as independently as possible, for example elastic waists and simple fastenings.
- Share the words, prompts and routines used at home so educators can support consistency where possible.
- Let staff know if their child is starting toilet learning, showing readiness cues, or is experiencing any changes or concerns.

If your child has medical, developmental or ongoing continence needs, we ask parents / caregivers to:

- Discuss any concerns with a staff member so we can decide together whether a Continence Care Plan or individual Toileting Plan is needed.
- Provide relevant medical, developmental or allied health information about their child's toileting or continence needs.
- Provide adequate supplies of nappies, pull-ups, wipes and any other aids required to support their child.
- Ensure their child arrives in a clean and dry nappy / pull-up where possible. If a child has soiled their nappy on arrival, families may be asked to change them before handover.
- Work with educators to review the child's plan, including prompts, timing, level of assistance, equipment, communication, and review dates.

Preschool educators will support children's toileting needs by:

- Being respectful of family practices, language and routines in relation to toileting, where these are safe and consistent with recommended hygiene practices.
- Supporting children to use the toilet as independently as possible and as documented in any Continence Care Plan or individual Toileting Plan.
- Using supportive strategies agreed with families, including reminders, toilet timing, visual prompts and other approaches used successfully at home.
- Supporting children with re-dressing, hygiene and handwashing where needed, while encouraging self-help skills and independence.

- Using calm, positive and encouraging interactions to create a respectful toileting or nappy changing experience.
- Balancing children's privacy and dignity with safe supervision. Where possible, educators will use line-of-sight supervision or ensure other staff are aware when toileting assistance is being provided.
- Providing assistance only when it is necessary, appropriate and respectful to support the child's health, hygiene, safety and dignity.
- Seeking the child's cooperation and consent / assent in a developmentally appropriate way, for example by explaining what is happening and asking whether they would like help.
- Respecting signs of discomfort or refusal and responding sensitively. If a child refuses help, is highly distressed, or cannot be safely supported, families may be contacted to assist.

Protective practice: Toileting assistance is provided in a way that is public, authorised, timely and purposeful. Support is linked to the child's care needs and provided in line with child safety and protective practice expectations.

If a toileting accident occurs, educators will:

- Reassure the child and respond in a calm, respectful and non-shaming way.
- Encourage the child to collect clean clothes from their locker or bag. If no spare clothes are available, the preschool will provide a change of clothes where possible.
- Encourage the child to clean themselves and change their own clothing where practical, depending on the child's age, confidence, ability and the level of soiling.
- Offer help with cleaning, dressing and handwashing only as needed and in a respectful manner.
- Place soiled clothing in a sealed plastic bag and store it appropriately so it can be returned to the family at the end of the day.
- Ensure any contaminated surfaces, toilet areas or equipment are cleaned and disinfected in line with infection control practices.
- Record the incident on the relevant continence management or toileting record.
- Inform families of the accident, and contact them earlier if the child is distressed, repeated accidents occur, supplies are needed, or further support is required.
- Respect the rights of the child by explaining what is happening, asking whether we can help, and responding appropriately if the child refuses assistance.

Children will not be left in a state of high distress for long periods. If a child is very upset or unable to be safely supported, the family will be contacted and the response documented.

The preschool will ensure that educators have access to disposable gloves, handwashing facilities and cleaning products stored safely out of children's reach.

Nappy changing

Para Vista Preschool is committed to meeting the needs of children who require nappy changing or continence support. Our preschool follows best practice hygiene and infection control guidance to reduce the spread of infectious disease. We aim to make nappy changing a respectful, positive routine that supports trusting relationships, communication and self-help skills.

Before a nappy change begins, educators will gather all required supplies so the child is not left unattended.

Nappy change procedure

1. Bring the child to the bathroom with all required supplies ready.
2. Wash hands.
3. Put on disposable gloves.

4. Encourage and assist the child to remove any soiled or wet clothing and place it in a plastic bag.
5. Remove the nappy and place it in the nappy bin.
6. Encourage the child to sit on the toilet and try to use the toilet if appropriate.
7. Clean the child's bottom with disposable wipes, wiping from front to back.
8. Dispose of wipes in the nappy bin.
9. Encourage the child to flush the toilet if appropriate.
10. Remove gloves and dispose of them in the nappy bin.
11. Put on a clean nappy / pull-up.
12. Encourage and assist the child to dress.
13. Wash and dry educator hands and assist the child to wash and dry their hands.
14. Clean and disinfect any contaminated surfaces or areas if required.

Additional notes

- Children's nappies will be checked and changed regularly throughout the day, and also at scheduled intervals if this is documented in the child's Continence Care Plan or individual Toileting Plan.
- Children receiving regular toileting or continence support will have an individual record, and nappy changes or significant incidents will be documented.
- Records will be managed confidentially and shared with relevant staff and families as required.
- Bathroom areas, toilet seats, change surfaces and frequently touched areas will be monitored and cleaned to maintain hygiene and cleanliness.
- Cleaning products and spare supplies will be stored safely and accessed only by staff.
- The toileting and nappy changing procedure and handwashing information will be displayed in the bathroom area to support consistent practice.
- In urgent toileting situations or where staffing is limited, staff will follow site supervision and child safety requirements while arranging support as quickly as possible.

Guiding documents

- ACECQA – Toileting and nappy changing principles and practices
- NHMRC – Staying Healthy: Preventing infectious diseases in early childhood education and care services
- Department for Education SA – Protective practices for staff in their interactions with children and young people
- Department for Education SA – Continence Care Plan (HSP230), where applicable
- **Element 1.1.3 – Program learning opportunities:**
  Toileting and nappy changing routines should support children's learning, independence, self-help skills and confidence.
- **Element 2.1.1 – Wellbeing and comfort:**
  Children's personal care needs are met in a way that is responsive, respectful and supports their comfort and dignity.
- **Element 2.2.1 – Supervision:**
  Children must be adequately supervised during toileting and nappy changing, while also respecting privacy.
- **Element 3.2.1 – Inclusive environment:**
  Toileting and nappy changing spaces should be safe, accessible and suitable for all children, including children with additional needs.
- **Element 5.1.1 – Positive educator to child interactions:**
  Educators should use warm, calm, respectful and reassuring interactions during toileting and nappy changing.
- **Element 5.2.3 – Child dignity and rights:**
  Children's privacy, dignity, choice and agency must be maintained at all times.

- **Element 6.1.2 – Parent views are respected:**
  Families should be consulted about their child's routines, readiness, language and support needs so there is consistency between home and preschool.

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Amendment(s): additional information addressing medical/developmental needs, inclusion of up to date protective practices guidelines, increased detail about collaboration with families, section about actions taken if toileting accident occurs and NQS elements added

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Approved by: Anita Becker | Principal, Para Vista Preschool – Yr 6

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