

Nappy Changing and Toilet Training Policy



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Person responsible for implementation: Esme Olyn

Aims and Intent

At ABC Kidz Educare our aim is to support children’s care and welfare on a daily basis in line with their individual needs.

All children need contact with familiar, consistent care givers to ensure they can grow confidently and feel self-assured. Babies and toddlers will have their nappies changed according to their individual needs and requirements by their key worker wherever possible.

Information will be shared between parents and key person about nappy changing and toilet training in a way that suits the parents and the child.

Our intent is to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

Key Facts (Nappies)

These procedures are to ensure the safety of both the children in our care, and the staff.

1. This policy is underpinned by the National Health Norms and Standards.
2. At ABC Kidz Educare we respect families’ child rearing practices.
3. We have “a duty of care” towards children’s personal needs.
4. No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies.
5. All staff are familiar with the hygiene procedures and carry these out when changing nappies.
6. If a child is left in wet or soiled nappies/clothes whilst in our care, this may constitute neglect and will be a disciplinary matter.
7. All appropriate staff members will be responsible for nappy changing at certain times regardless of their gender and gender of the child that they are changing. Obviously, all staff have police clearance.
8. Staff are not permitted to have upon them a mobile phone housing a camera during toileting/nappy changing procedures.
9. Staff ensure that nappy changing is relaxed and promotes independence in young children.

10. Key persons will not make inappropriate comments about young children's genitals when changing their nappies. The disciplinary process will be activated if necessary.
11. We have made the necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained, and are fully compliant with the National Health Norms and Standards.
12. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.
13. Children's nappies and other items are stored in individual compartments (lockers) and labelled.
14. Every child's nappy is checked on arrival and will be changed if necessary.
15. During the course of the day nappies are checked on the hour every hour.
16. If the nappy is wet or soiled it will be changed immediately.
17. Regardless of the routine times for checking and changing, children will be changed immediately if they soil their nappies between these times.
18. Only a child's specific parents and staff who work with the children still in nappies will be permitted to change nappies.
19. When changing nappies, staff members must use disposable gloves on both hands.
20. The gloves are removed after every nappy change, disposed of and new ones worn for the next nappy change.
21. When changing nappies a paper towel must be placed on the changing mat.
22. After each nappy change:
 - a. The paper towel is thrown away in the nappy bin;
 - b. The nappy changing mat is sprayed with Steriken disinfectant and wiped with paper towel;
 - c. Hands are washed with soap and sanitize with Steritech handgel
 - d. A new paper towel is placed on the changing mat;
23. On a daily basis the parents provide:
 - a. Wet wipes;
 - b. Barrier cream;
 - c. 6 – 8 disposable nappies or pull-ups (4).
24. The children may only use their own nappies, wipes and creams.
25. **Cause for Concern:** If a member of staff has any concerns about a child they must follow the procedures in our Anti-Child Abuse and Child Protection Policy and procedures.

Nappy Changing Procedure

The process involved in correctly changing a nappy is:

1. A child's nappy is changed by care workers', unless they are absent or away for some reason. In this case, an alternative person, (relievers) who the child is very familiar with, will change the nappy.
2. Always inform the children when it is nappy checking/changing time.
3. Nappies are changed in the designated nappy changing rooms.
4. Ensure all necessary supplies are ready before beginning a nappy change.
 - a. Disposable gloves.
 - b. Plastic bags;
 - c. Wet wipes;
 - d. Nappies;
 - e. Barrier cream;
 - f. Steriken Disinfectant spray;
 - g. Paper towels;
 - h. Hand soap and water.
5. Wash and dry hands.
6. Put on disposale gloves.
7. Encourage children who can walk to walk into the nappy changing room by themselves.
8. Place a paper towel on the disinfected nappy changing mat.

9. Lay the child down on the paper towel – encourage older children to use the steps to climb onto the nappy changing table themselves.
10. Strap the child into the nappy changing mat.
11. Remove the soiled and/or wet nappy and place it where the child cannot reach it.
12. Soiled nappies are wrapped into a glove and put into the nappy bin
13. Clean the child's bottom with wet wipes (even if the nappy was only wet). Place the used wet wipes with the soiled/wet nappy.
14. Place the clean nappy underneath the child's bottom.
15. Apply barrier cream to the child's bottom every time.
16. Fasten the nappy.
17. Dress the child, encourage the child to help.
18. Lift the child off the nappy changing table, or encourage and assist the older children to use the steps to climb down.
19. Assist the child to wash and dry his/her hands.
20. Place the used paper towel and used nappy in the plastic bag. Dispose of the plastic bag in the nappy bin as described below.
21. Disinfect the nappy changing mat with Steriken Disinfectant Spray.
22. Staff member wash and disinfects her hands.
23. Encourage older children to walk back into the classroom and carry the younger ones.
24. Fill out the Nappy Changing Register.
25. When a child is on the nappy changing table, ensure that one hand is on the child at all times - even if he/she is strapped in.
- 26. Nappy Bin:**
 - a. **Wet nappies and urine wipes:** Place wet nappies and wipes in a plastic bag and put them into the sealed nappy bin;
 - b. **Soiled nappies:** are wrapped into a glove and throw into the nappy bin;
 - c. Empty the nappy bin after each nappy changing routine;
 - d. Replace the bin liner;
 - e. Wash and disinfect the bin at the end of every day.
 - f. When emptying or washing the nappy bins staff are to wear their disposable apron and gloves.
- 27. If the child's clothing was soiled:**
 - a. Rinse the soiled clothing;
 - b. Place the clothing in a plastic bag and give it to the parents when they collect their child;
 - c. Explain to the parents how the clothing got soiled;
 - d. Remember to remove the disposable gloves before touching the child's clean clothing.
- 28. 'Accidental' bowel movements:**
 - a. Any potty trained child having a bowel movement accident needs to be cleaned immediately.
 - b. The soiled underwear must be rinsed and placed in a plastic bag and kept in the nappy change room;
 - c. Return the underwear/clothing to the parents when they collect the child and explain what happened;
 - d. Do NOT reprimand the child or make any negative comment whatsoever.
- 29. Nappy Changing Mats:**
 - a. The changing mat must be disinfected with Steiken Disinfectant spray between each nappy change;
 - b. Dry the nappy changing mat with a paper towel before changing the next child.
- 30. Nappy Rash Procedure:**
 - a. If a child gets a nappy rash the staff member must report it to the Principal/ECD Centre Nursing Sister; or Class practitioner.
 - b. For such emergencies we keep a jar of appropriate antiseptic cream which may be used on the child, with permission from the parents;
 - c. The parents must be informed.
31. Even if a child is strapped in when on the nappy changing table, **NO CHILD MAY BE LEFT UNATTENDED**. This will result in swift and final disciplinary action.

Nappy Changing/Toileting Records

1. The results of every check and/or change will be recorded on the Nappy Changing Register.
2. A note must be made:
 - a. Whether the nappy was wet (W) or if there was a bowel movement (BM);
 - b. The time the nappy was checked or changed;
 - c. Whether there is a nappy rash;
 - d. Signed off by the staff member.

Potty/Toilet Training Policy

Key Facts (Potty/Toilet Training)

1. At ABC Kidz Educare we have sufficient toilets and hand wash basins for all the children, i.e.
 - a. 1 toilet to every 20 children
 - b. 1 hand wash basin to every 20 children
 - c. 1 potty to every 5 children
 - d. The toilets and basins are appropriately sized for young children.
2. Toilet/potty training is a very important milestone for each and every child. It is a self-care skill, and we give the children every opportunity to learn with the full support and non-judgemental concern of adults.
3. The potty/toilet training follows a prescribed, sequential plan that complements toilet training methods practiced at home (thus communication between us and the parents is vital).
4. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.
5. Toilet/potty training is best started when the child is not experiencing any other change (e.g. moving, new siblings, new childcare situation, etc).
6. Parents are requested to dress their children in sensible clothing, easy to put on and take off independently, e.g., no dungarees, belts, or tricky buttons.
7. Children will be encouraged not forced.
8. Potty training will only commence:
 - a. When the child is fully settled in the ECD centre environment.
 - b. In consultation with the parents. Parents' wishes will be taken into account at every stage, and this must be communicated to the care givers.
 - c. When the child shows signs of potty/toilet training readiness.
9. The signs of toilet/potty training readiness are:
 - a. The child is over 18 months of age. Prior to this age, research shows that children cannot voluntarily use the muscles that control their bladder and rectum.
 - b. The child imitates adult actions and expresses interest in using the potty/toilet.
 - c. The child can demonstrate independence by saying "no."
 - d. The child's nappy is frequently dry after the afternoon nap and/or when the nappy is dry for a couple of hours after the last nappy change.
 - e. The child is aware of the difference when urinating and a bowel movement. They may use different terminology. This occurs approximately between 18-24 months, or later in some cases.
 - f. The child tells us in advance that he/she will be urinating.
 - g. The child becomes uncomfortable and complains about dirty nappies.
 - h. The child can understand and follow simple instructions such as 'sit down', 'stay there', etc.
 - i. The child needs minimal help to remove his/her clothing.
 - j. The child has the ability to sit still for a few minutes.
 - k. The child is developed physically, able to walk and sit down on the toilet without help.
 - l. The child's gender will also be considered. Research shows that boys tend to be a little slower to gain control of their bladders and bowels than girls. The reasons are:
 - i. Boys' nervous systems mature later.

- ii. Women still tend to be the main carers of children, so boys do not see same-sex role models as often as girls do.
 - iii. Boys tend to be less sensitive to the feeling of wetness against their skin.
10. If a child does not have most of these skills or has a negative reaction to toilet training, in consultation with the parents, we will wait a few weeks or months until most of the skills are checked off. Starting too soon can actually delay the process and cause tears, frustration, and other problems.
11. Potty/toilet training is a shared job, and it is important that the child gets the same messages at home and at the centre.
12. Parents bring changes of clothing to the centre every day.
13. If a child is in underwear and has persistent accidents (3 or more) in one day, we will put a pull-up or nappy back on them to save further upset, anxiety and stress for your child.
14. If persistent accidents continue, we discuss parents whether potty training needs to be delayed for a short while.
15. If the child has not been toilet trained by the age of 4, we will suggest the following to parents:
 - a. The child be seen by a pediatrician for a physical and/or neurologic evaluation;
 - b. The parents speak to the pediatrician about toilet training methods and techniques and they share this information with the staff.
16. At ABC Kidz Educare we take into consideration each family's cultural values or a child's special needs when planning a child's toilet training strategy.
17. The staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area.
18. Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is using the toilet.
19. While the children have free access to the bathrooms, when they are there, they are always supervised.
20. The bathrooms are cleaned after each toilet routine and the Toilet Cleaning Register is signed off.

Potty/Toilet Training Procedure

1. Children, whose parents, and key worker have agreed to start potty training, will be prompted to sit on the potty every 20 to 30 minutes throughout the day.
2. At least three extra pairs of underwear and ample changes of clothing will be needed to support the child's potty training.
3. All age-appropriate children have free access to the toilets.
4. All children at the potty/toilet training stage will be accompanied to the bathroom and supervised and supported whilst in there.
5. Reassurance and praise will be given at every step.
6. When helping a child with toileting, staff wear disposable gloves on both hands.
7. After use, potties are immediately emptied into the toilet, rinsed, and cleaned with anti-bac. The toilet is flushed each time and toilet seats are sanitised.
8. The child is encouraged to remove the necessary clothing themselves, and replace them again, age appropriately.
9. For boys learning to urinate in a toilet whilst standing up, the staff member will never hold the penis. Instead help the child by gently guiding them to stand closer to the toilet or turn his body straight.
10. Most children, when they are ready to be toilet trained, can wipe themselves after urinating.
11. The children are encouraged to wipe their own bottoms after a bowel movement. The staff will assist using wet wipes, damp cotton wool or toilet paper.
12. We teach the children to wipe from front to back taking special care of the folds in the skin.
13. Children are guided and supported to wash their hands with soap and water and dry them thoroughly and then sanitised their hands.
14. Should a child have a toileting 'accident', they will automatically be offered assistance to change or be changed by a member of staff.
15. The staff will ensure the child washes their hands thoroughly with soap and warm water after toileting.

Potty/Toilet Training Records

1. Each child will be individually monitored, and parents will be informed of the child's progress.

2. A record of each potty/toilet use will be logged on the Nappy Change Register.

Potty/Toilet training in the Curriculum

Potty/toilet training is a major learning experience for children. We include it in our curriculum by:

1. Giving lots of praise to help the child develop self-esteem and independence.
2. Reading stories to children about how boys and girls go to potty/toilet.
3. Reinforcing the concept by teaching appropriate vocabulary, e.g., undressing, going, wiping, dressing, flushing, and handwashing, etc.
4. Games are organised that reinforce potty/toilet training.
5. Making the toilet training experience as positive, natural, and non-threatening as possible.
6. Our menu contains food stuffs that are fibre rich.
7. Ensuring there is sufficient time and frequencies for toilet training in our daily routines.

Communication

Communication between childcare givers and parents/guardians is important to ensure a consistent supportive and respectful approach to nappy changing/ toileting procedures. In addition, when more than one party is involved in a child's potty/toilet training it can prove confusing for the child. Thus, it is important that we ensure effective partnership and communication with parents to give the child continuity between their homes and the ECD centre.

1. We encourage parents and staff to discuss toilet/potty training matters freely and openly – bearing in mind a child's right to privacy.
2. We ask that parents let us know as soon as they start to think about potty/toilet training to maintain this continuity.
3. We can and do inform parents of established practices for toilet training in a group setting. Even so, we take the parent's views, goals, and preferred methods on toilet training for their child into account.
4. We communicate to the parents/guardians so that they supply adequate nappies and additional clothing to meet the child's needs whilst in care.
5. Class Practitioner will ensure that ALL care givers in the classroom are fully aware of the child's stage of potty/toilet training.
6. The staff and parents/guardians need to exchange information about children's routines and their readiness for toilet training, in particular:
 - a. Nappy changing frequency.
 - b. Any key words used by the children and their parents for nappy changing/toileting.
 - c. The staff advise parents that toilet training is a multistep process and that setbacks are common, should be anticipated, and need not be seen as a failure, but rather as a temporary step back to a more comfortable place and a natural step toward progress.
7. During the nappy changing process, staff must ensure child is fully engaged by talking and singing with them.
8. All visits to the potty will be discussed at handover with parents who will be informed of their child's progress on that day.
9. If any child is struggling with standard potty-training techniques, this will be discussed with the Principal, relevant staff, and the child's parents.

Nappy Waste Storage and Disposal

1. After nappy change routines the plastic bags with soiled nappies are placed in the lined, odour-free, lidded nappy bins.
2. When the bin is full, the bin liner is removed and the top opening of the liner firmly closed.
3. The full bin liner is taken to outside nappy bin.
4. The outside bins are in a separate area located outside the creche.
5. The nappy waste is collected:
 - a. By Averda Waste Management
 - b. One time per week, on Thursdays.

Supporting Documentation

1. Nappy Changing Register.
2. Pottry training Register
3. Toilet Cleaning Register.

This policy was adopted on 29 April 2021 At Braamfontein and is in full force and effect at ABC Kidz Educare. Where necessary all the parents have been informed of this policy. All our employees have a good understanding of the contents of this policy and if at any time any of the clauses in this policy are contravened, normal disciplinary sanctions, as per the Basic Conditions of Employment Act, will be taken.

Name and Signature 1:

Name and Signature 2:

Name and Signature 3:

References:

- https://pediatrics.aappublications.org/content/103/Supplement_3/1367
- <https://www.johnsonsbaby.co.za/nappy-change/how-to-diaper-a-baby>