

Diaper Changing and Toileting Policy and Procedure

Objective: The aim of this policy is to ensure that toileting and diaper changing is conducted in a safe and hygienic manner and in accordance with guidelines made available to all relevant staff. The objective is to uphold health and hygiene standards at all times.

Policy: To provide a safe and clean environment to facilitate diaper changing, we have a robust diaper changing schedule which is documented for each day. However, diapers are changed as and when needed regularly throughout the day. Items provided by the parents are to be used when cleaning a baby during diaper changing.

Procedure: To uphold the policy, we must ensure the following:

Nappy changing procedure

- Always take one child per staff for a diaper change
- Diaper must be changed in the designated diaper changing area of the toilets
- Ensure all things are within reach
- Never leave a child unattended on the changing table
- Place disposable paper towel(couch roll) on the changing table
- Secure the baby(if the harness is available on the table)
- Wear a new pair of disposable gloves for each child
- Remove diaper and clean child's bottom with disposable/wipes(provided by the parents)
- Place diaper in a diaper sack and secure tightly
- Dispose diaper and wipes in the designated diaper bin only
- If applying cream first change into a new pair of gloves
- Remove gloves before touching the child's clean clothes
- Place new diapers and clean clothes on the child
- Wash hands

Toileting Procedure

- Staff to child ratio of 1:3 to be maintained while toileting older children
- Respond as quickly as possible to the child's cues and be sensitive to individual children's needs
- Only one child per toilet cubicle at any given time
- Help child with toileting needs
- Wash properly before pulling clothes back up
- Child and staff to both wash hands
- Help child to dry hands on the interfold towels
- Take the children back to the class

Toilet Training Policy

- Children to not be forced into toilet training
- No toilet training in the first 2 weeks of the nursery or till teachers feels that the child has settled well into the nursery
- Toilet training to start once parent and teacher are both in agreement that the child is ready and plan to enforced at home and at the nursery
- Parent to provide at least 3 sets of extra clothing while toilet training is ongoing
- Staff to take child to the toilet every hour even without cue from the child
- Toilet training to be put on hold if teacher feels the child is not ready or is not happy with the toilet training