



Toileting Policy

Policy Statement:

Queanbeyan and District Preschool Association recognises the importance of providing hygienic facilities where children are actively encouraged to be independent in their personal care. Normal developmental expectations indicate that children will have bladder and bowel control by the age of three years. However, the staff acknowledge that some children may still be using nappies when they enrol at preschool. No child will be denied access to preschool due to a lack of independence in toileting. Provision will be made for children who require nappy changes.

Purpose:

This policy will provide guidelines for ensuring that;

1. Toilet and hand washing facilities at services meet National Regulation 109.
2. When children enrol at a QDPA preschool they will be offered an orientation, which includes being shown where the toilets are.
3. Children will be encouraged to use the toilet whenever they need to,
4. Children will be shown & instructed to flush the toilet after each use.
5. Children will be shown how to wash their hands effectively to minimise the risk of infection.
6. The bathroom will be supervised by staff members when in use.
7. Children's independence will be encouraged when using the toilet.
8. Toileting will be promoted as a positive experience.
9. Parents are required to provide disposable nappies/pull ups for children who do not have bladder and bowel control.
10. QDPA preschools have a designated nappy change area with a 'Nappy Change Procedure' and 'Hand Washing Procedure' displayed.
11. Students and volunteers will not change nappies or change the clothes of a child needing a change of clothes.

Statutory Legislation & Considerations:

- Education and Care Services National Regulations (2011)
- Children (Education and Care Services) National Law (NSW)
- National Quality Standards
- Early Years Learning Framework
- Privacy Act (2010)
- Child Protection Act (1999)
- The Disability Discrimination Act (Commonwealth) 1992
- Public Health & Wellbeing Amendment (No Jab No Play) Act 2015



QUEANBEYAN & DISTRICT PRESCHOOL ASSOCIATION

Quality Area 2:	<i>Children's Health and Safety</i>	Date Approved:	June 2016
Quality Area 7:		<i>Leadership & Service Management</i>	
Scope of Policy:	<ul style="list-style-type: none">◦ Harris Park Preschool◦ Karabar Preschool◦ Waratah Preschool	Next review:	June 2018
Drafted by:	Mandy Jackson <i>(QDPA Managing Director)</i>	Authorised by:	QDPA Management Committee



Handwashing Procedure

1. Wet hands using warm water
2. Apply recommended dose of Liquid directly onto hands
3. Work up lather on all areas of the fingers, hands & wrists
4. Rinse hands thoroughly
5. Dry hands with single use towel



Nappy Change Procedure

PREPARATION

- Wash your hands
- Place paper on the change table
- Put disposable gloves on both hands

CHANGING

- Remove the child's nappy and put in a hands-free lidded bin. Place any soiled clothes in a plastic bag.
- Clean the child's bottom with wipes.
- Place nappy into hands-free lidded bin lined with a plastic bag
- Remove the paper and put it in hands-free lidded bin.
- Remove the gloves by peeling them back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Put them in the bin
- Place a clean nappy on the child
- Dress the child
- Take the child away from the change table
- Wash your hands and the child's hands

CLEANING

- Clean the change table with disinfectant and paper towel.
- Wash your hands
- Replace with new bin liner
- Dispose of nappy into outside rubbish bin



Child Bathing Procedures

PREPARATION

- Wash hands.
- Put on gloves and ensure that you are in view of another adult.

CHANGING

- Remove child's soiled clothes.
- Place soiled clothes in a doubled plastic bag. Seal bag and hang it on the outside of the child's school bag.
- Clean child using anti-bacterial disposable wipes.
- Dispose of wet wipes in plastic bag.

BATHING

- Attach hand held hose to warm water tap and test temperature of water. Then stand child in tub located behind the nappy change bench in children's middle bathroom, or in the shower
- Wash child, taking care to wash child's hands.
- Change gloves. Place soiled gloves into the plastic bag and dispose of in outside garbage bin.

CHANGING

- Dry child with towel.
- Dress child in clean clothes.

CLEANING

- Clean tub with disinfectant.
- Any soiled clothes will be given to the child's parents to take home for cleaning.



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