



Toileting, Nappy and Changing Procedure

Thorndon Park Kindergarten aim to support children with learning the skills needed for independence and responsibility. Together with families we each play a role in educating and taking care of our children so they can becoming confident and responsible young people. In line with the Australian Children's Education & Care Quality Authority (ACEQA) –'Safe and hygienic practices ensure children experience toileting or changing that supports their health and well-being. Appropriate, respectful procedures and practices can promote learning and capacity building.' (ACEQA, Quality Area 2, Toileting and Nappy Changing Principles and Practices). This policy outlines our procedures to ensure the safety and well-being of children, and meet the toileting and changing needs of the individual. This also complies with the Department for Education Protective Practices Guidelines, which can be viewed here:

https://www.education.sa.gov.au/sites/g/files/net691/f/protective_practices_for_staff_in_their_interactions_with_children_and_young_people.pdf

We ask Parents/Caregivers to:

- Practice with their child to teach them how to manage the toileting routine including;
 - Manipulating Clothing – e.g. pull pants up/down
 - How to wipe their bottom
 - Flushing the toilet
 - Washing and Drying of hands
- Provide spare changes of clothes, including underwear (nappies and or pull-ups if required: a toileting plan may be discussed if this required ongoing)
- Send your child to preschool in clothing they are able to independently take on or off (manages

buttons, zips, belts etc) If your child has a medical and or developmental needs regarding toileting,

parents/caregivers are asked to:

- Discuss any concerns with a member of the staffing team to establish whether a continence plan 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, pull-ups and/or any other aids that are used in supporting your child's toileting program
- Ensure your child arrives in clean and dry underpants, nappy or pull-ups.

Preschool staff will support children's toileting needs by

- Being respectful of parenting practices in relation to toileting procedures for individual children and the language they use around toileting and going to the toilet.
- Implement programs/continence or toileting plans provided by medical practitioners to support the development or independent toileting when required.
- Supporting children to use the toilet independently, using reminders (with parent consent toilet timing strategies or a mutually agreed toilet training program may be put in place)
- Ensuring that upon induction all staff are fully aware of our toileting procedure and process, copy of step by step procedure will be placed in the bathroom for all staff.

If a toileting accident or change of clothes incident occurs staff will:

- Encourage children 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 tie to seal (double bag if necessary)
- Place bag of soiled or wet clothing in child's locker or tie to their bag – if necessary due to heavy soiling place in separate bin, or gain consent from parents and or caregivers to dispose of heavily soiled items.
- If heavy soiling ensure 2 staff are present when possible to assist or contact parents to notify for support if required
- Record incident on toileting and changing clothes form and complete paperwork for parents
- Inform parents at pick up time
- Respect the rights of the child to refuse help from staff in relation to cleaning and changing. If this occurs the family will be contacted to come and clean and change their child.

At all times staff will be required to follow WHS guidelines in relation to handling and disposal of contaminated materials (e.g. bodily fluids). The preschool will ensure that all staff have access to PPE (personal protective equipment).

Nappy Changing:

Toileting supplies are located next to the bathroom entrance.

1. Bring supplies to the changing area. This includes a clean nappy, wipes, labelled with the child's name (if applicable), gloves, a plastic or waterproof bag for soiled clothing, and extra clothes.
2. Do hand hygiene. It is very important to wash your hands or use hand sanitiser when changing a nappy, even if you are going to use gloves. This is so that when you have finished changing the child, you can remove the dirty gloves and dress the child without needing to interrupt the nappy changing procedure to clean your hands before dressing the child.
3. Put on disposable gloves. Double glove when dealing with faeces for effective infection

control purposes. This is recommended because educators and other staff are likely to come into contact with body fluids including urine and faeces during nappy changes.

4. Place paper towel, plain paper or disposable changing mat on the change mat, if desired, to reduce mess. (located in toileting basket near bathroom door).

5. If the child can walk, walk with them to the changing area. If the child cannot walk, pick them up and carry them to the changing area. If there are faeces on the child's body or clothes, hold the child away from your body if you need to carry them.

Changing

6. Follow the child's toileting procedure as per incontinence plan – this will be discussed within induction and educators will support you. Some children will be changed standing up in a cubicle, others may need the mat on the floor. Refer to appropriate paperwork and nominated supervisor on the day if you are a reliever.

7. Clean the child's bottom with disposable nappy wipes. Always wipe front to back.

8. For disposable nappies, place dirty wipes in the nappy, remove the nappy from the child and put it in a plastic bag. Place the bag in the designated bin (which is outside blue bin). For cloth nappies, put the disposable liner and wipes in the designated bin. Put the used nappy in a plastic bag and put it in the sealed container that you have for that child.

9. Remove the paper from the change table and put it in the designated bin.

10. Remove your gloves and dispose of them so you will not touch the clean child with dirty gloves. For details on how to remove gloves properly, see Using disposable gloves in section 2.4 of the 2024 Staying Healthy 6th Edition.

11. If a child requires nappy cream, clean your hands (if safe to do so, for example, using accessible hand sanitiser), put on new disposable gloves and apply the cream. Remove the gloves and dispose of them.

12. Place a clean nappy under the child and fasten the nappy

13. Dress the child.

14. Wash your hands and the child's hands before placing the child back into a supervised area. (The standard recommendation is to clean hands after removing gloves. But when changing a nappy, it is more important to keep the child safe from falling and finish the nappy change before cleaning your hands.) Cleaning

15. After every nappy change, clean the nappy change surface (see Nappy change area in section 3.2 for details on the best methods of cleaning for this area). If body fluids have got on the surface, clean then disinfect the surface.

16. Wear utility gloves for the cleaning. Do hand hygiene using soap and water or hand sanitiser. If your hands are visibly dirty or you have just removed gloves, wash your hands with soap and warm water.

REFERENCES:

Refer to pages 36 – 40 within the *Staying Healthy 6th Edition 2024* for infection control practices and further information.

Revised 14 August 2025: awaiting governing council approval and staff input.

References

ACECQA – Quality Area 2: Toileting and Nappy Changing Principles and Practices https://www.acecqa.gov.au/sites/default/files/2018-04/QA2_EffectiveToiletingand%20NappyChanging%20Procedure.pdf

National Quality Standard 1.1 (2011)
<http://www.acecqa.gov.au/Educational-program-and-practice>

National Quality Standard 2.1 (2011)
<http://www.acecqa.gov.au/Childrens-Health-and-Safety>

National Quality Standard 5.2 (2011)
<http://acecqa.gov.au/Relationships-with-children>

Parent Easy Guide 10 – Toilet Training
<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa/parent-easy-guides/toilet-training-parent-easy-guide>

Approvals

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Status: [approved](#)

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Procedure officer: [Samantha Chirgwin](#), Thorndon Park

[Kindergarten](#) Approved by: [Governing Council](#)

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Revision record

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Amendments: [Logo updated. Wording changes around storage of soiled clothes and library space to be used to support changing as required.](#)

Approved by: [Governing Council Management Committee](#)

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Amendments: [More specifically to the procedure. Procedure now named Toileting, Nappy and changing procedure. Information added regarding Nappy changing.](#)

Procedure officer: [Kate McMahon](#) Director, Thorndon Park Kindergarten

Approved by: [Governing Council Management Committee](#)

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