



**ACT**  
Government  
Education

**Charnwood-Dunlop School**  
Bettington Circuit, Charnwood ACT 2615  
Phone: 6142 2680  
Email: [info@charnwoodps.act.edu.au](mailto:info@charnwoodps.act.edu.au)  
ABN 78 397 545 977



## Procedure: Toileting and Nappy Changing

Staff at Charnwood-Dunlop Preschool are required to:

- Help the child use the toilet if necessary
- Help the child wash and dry their hands. Ask older children if they washed and rinsed their hands
- Wash your own hands

If a child is not a confident user of the toilet:

- Ask family to supply several changes of clothing
- Put gloves on to assist the child to change their clothing
- Place soiled clothes in a plastic bag, tying the top firmly, for parents to take home at the end of the day

### Pull ups

Disposable 'pull-up' nappies may reduce the risk of infections as disposable nappies do not 'leak' as easily as cloth nappies and can be disposed of immediately. They also develop children skills in pulling pants up and down.

Check to make sure that all the supplies you need are ready. Always wear gloves when changing pull-ups.

- Walk child to the change area.
- Ask the child to remove their pull - up if they are able
- Clean the child's bottom.
- Assist the child to pull up the fresh pull-up.
- Wash and dry the child's hands.
- Wash your hands.

### Nappy Changing

Under the Education and Care Services National Law, having an area specifically set aside for changing nappies is required if a child enrolled at the preschool is under the age of 3 OR a child enrolled at the preschool is wearing nappies.

Use the following method to stop disease spreading through contact with faeces:

- Wash your hands
- Always wear gloves when changing nappies
- Remove the child's nappy and put it in the disposal unit
- Remove any clothes with urine and/or faeces on them
- Clean the child's bottom
- Remove your gloves now, before you touch the child's clean clothes. Remove gloves by peeling them back from your wrists, turning them inside out as you go. Do not let your skin touch the outer contaminated surface of the glove.
- Put the gloves in the bin
- Dress the child in a fresh nappy and necessary clothing
- Wash and dry the child's hands
- Take the child away from the change table
- Clean the change table with detergent and disposable paper towel, paying particular attention to the mat, at the completion of each nappy change
- Wash your hands

Version Control: This procedure was last reviewed in July 2021.

**Gloves**

Gloves should be worn when changing nappies because there are always billions of germs in faeces.

**Cleaning the child**

Damp paper towels, pre-moistened towelettes or disposable cloths/wipes may be used to clean the child. However, each towel must be removed immediately after use and put in the bin. Wet paper towels with water from the tap or poured from bottles. Do not reuse water from a bowl.

**Documentation**

Record the date, time and status and name on the child's nappy change log. An example of the log is below:

Nappy change log for _____						
Date	Time	Wet	Dirty	Dry	Changed by	Comments

