

Preschool Nappy Change procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 109	https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy
2.2	Regulation 112	
3.1		
Pre-reading and reference documents		
Leading and operating Guidelines - Supporting children who are not toilet trained p30-31		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self-assessment. 	
Preschool supervisor	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.	
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented. 	
Procedure		
Toileting Needs	<ul style="list-style-type: none"> Preschool staff are advised of toileting needs at enrolment through an information sheet completed by parents/carers. Communication is then requested to ensure that educators have a thorough understanding of the child's needs. Families supply nappies/pull ups for their child Nappies are changed in the children's bathroom by educators to allow ample supervision of other children. The ensuring the dignity of the child being changed is of utmost importance to educators and therefore nappy changes are conducted with as much privacy as possible. 	
Hygiene	<ul style="list-style-type: none"> Educators wear gloves when changing a child's nappy. The child and educator wash their hands once the change is complete. The Handwashing Procedure is followed to ensure safe hygiene practices are maintained. Soiled nappies are placed in a bin within the staff bathroom to prevent access for children 	

Record of procedure's review
Date of review and who was involved
Term 4 - Week 1, 2021 – Kristen McNeill
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – School Principal Joanne Jurgeit –Preschool teacher Patricia May – Preschool SLSO
Record of procedure's review
Date of review and who was involved
Term 3 - 11/8/22 – Joanne Jurgeit
Key changes made and reason/s why
No changes.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – School Principal Patricia May – Preschool SLSO