

Nappy Changing and Toileting Policy

Rational:

To ensure safe and hygienic procedures are followed for nappy changing, toileting and supporting soiled tamariki, reducing the risk of infection being spread between tamariki and kaiako. This policy ensures kaiako and whānau understand their responsibilities when supporting tamariki with toileting and nappy changes, and that all tamariki are treated with dignity, respect and care during these times.

Objective:

To provide toileting and nappy changing facilities and practices in accordance with the Education (Early Childhood Services) Regulations 2008.

Policy:

1. Tamariki who require nappies are to arrive at Preschool in a freshly applied nappy.
2. John Street and Te Kupenga Preschools have facilities available to support the use of cloth nappies. Uptown is unable to offer this due to limited space.
3. Whānau are consulted regarding toileting routines used for their tamariki at home and any individual nappy changing requirements.
4. If the centre does not provide nappies, it is the responsibility of whānau to supply a minimum of three disposable nappies per half day. Unused nappies may be returned to whānau or kept at the centre for future use.
5. If nappies are not supplied by whānau and tamariki run out during their time at Preschool, the centre may provide nappies. A charge may be added to the tamariki's preschool account only where prior agreement has been given by the parent.
6. Bleach will be available at the nappy changing area (stored safely and inaccessible to tamariki) and used to sanitise change mats between each nappy change.
7. The temperature of warm water accessible to tamariki will be checked daily and maintained at a safe temperature no higher than 40°C and comfortable for tamariki to use.
8. Tamariki in nappies will be changed as required when wet and/or soiled by a permanent kaiako or a reliever who has been authorised by the Centre Manager.
9. When tamariki are on the nappy changing table, kaiako will keep one hand on the tamariki at all times.
10. Kaiako are to wear disposable gloves when changing soiled tamariki.
11. Gloves are single use only. Gloves will be changed and disposed of between each tamariki and between the application of nappy cream. Wearing gloves is not a substitute for hand hygiene and hands must be washed between nappy changes.
12. Disposable baby wipes are to be used for cleaning soiled bottoms.
13. Tamariki will have nappies changed on the changing table, which is sprayed with appropriate cleaner and wiped after every use. If older tamariki feel more comfortable, they may have their nappy changed standing up or on a towel on the floor, while maintaining dignity and hygiene practices.
14. Nappy rash barrier cream supplied by whānau can be applied if permission has been provided at enrolment without requiring a medication form.
15. Creams, with the exception of barrier creams supplied by whānau, will be administered as per written instructions and in accordance with the Medication Policy. Creams must not be left in bags and will be stored safely.

16. Centres may supply cornflour based baby powder and use when required.
17. Wet and soiled disposable nappies and nappy liners are disposed of into the appropriate bin beside the change table. These are emptied at the end of each day.
18. Should tamariki soil their underwear/cloth nappy (bowel motion), kaiako will, where appropriate, rinse the item and place it into a plastic bag and then a wet bag. The double bagged items will be named and stored safely. A note for collection will be placed on the day sheet next to the name of the tamariki. Due to safe hygiene practices, if the soiled item is not collected by the end of the preschool day it will be disposed of that evening.
19. Kaiako will wash/sanitise their hands after each nappy change and tamariki will be encouraged and supported to do the same where appropriate.

Toileting

1. All toileting support will be carried out in a positive, respectful manner.
2. Each toileting routine is documented.
3. During toilet learning, if tamariki are finding the process challenging, kaiako will work alongside whānau to best support tamariki needs. The Centre Manager may discuss with whānau returning tamariki to disposable nappies until they are ready to begin the toilet learning process again.

Soiled Tamariki

(Tamariki will be washed when they are soiled or where hygiene presents a health risk to themselves or others)

1. Kaiako discretion will be used to determine if bathing/showering is required. Two employees are to be present.
2. Disposable gloves and apron are to be worn.
3. Baby wipes and paper towels are to be used.
4. Procedures vary between centres due to different facilities/environments:
 - a. Uptown and John Street will shower tamariki in a shub.
 - b. Te Kupenga will bath under two-year-old tamariki in a baby bath with sufficient water to wash them. The bath will be emptied through an appropriate waste system (toilet).
 - c. Te Kupenga will shower tamariki over two-year's-old.
5. Dispose of towels or any other soiled items that may have been contaminated. Follow point 17 under this policy for clothing belonging to tamariki.
6. Ensure shower/shub/bath is cleaned with bleach (0.5% sodium hypochlorite).

Soiled Cloth Nappy Procedure

1. All cloth nappies must have disposable liners. These are to be placed into the nappy bin.
2. Wet and soiled cloth nappies will, where appropriate, be rinsed and then placed into a plastic bag and wet bag. The wet bag will be stored safely in the bathroom. A bucket may also be used for wet and soiled cloth nappies.
3. Cloth nappies will not be washed on the premises.
4. It is the responsibility of whānau to provide enough cloth nappies for their tamariki. If sufficient cloth nappies are not available, a disposable nappy will be used.

Policy Category	Health and safety
Licensing Criteria	HS 101, 103, 124 PF 120, 121
Introduction Date	25 th August 2008
Policy ratified	23 rd June 2026
Automatic review date	June 2027

This policy will be reviewed to ensure it remains appropriate and effective. Review may occur: if any statutory requirements change• if any roles are amended• if any part of the policy becomes ineffective or problematic• if suggestions for improvement are received• when the policy is scheduled for automatic review

Chairperson: Ashlyn Faulkner

Signature: [Signature] Date: 23 June 2026