



Nappy Changing and Toileting Policy

Rationale:

To ensure specific procedures for nappy and soiled child changing so that there is no risk of infection being spread amongst children and staff. This policy will ensure that staff and parents/caregivers are aware of their responsibility when changing children and that each child is treated with dignity and respect during nappy changing times.

Objective:

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

Policy:

1. Children who require nappies are to arrive at Preschool in a freshly applied nappy.
2. John Street and Te Kupenga Preschools have the facilities to be able to offer the use of cloth nappies. Uptown is unable to offer this due to limited space.
3. Parents/Caregivers are consulted re: toileting procedures used for their child at home and any nappy changing requirements.
4. If the centre does not provide nappies it is the parents/caregivers responsibility to supply a minimum of three disposable nappies per half day, (unused nappies maybe returned to the family or kept at the centre for future use.) If the parent/caregiver fails to supply the minimum number of disposable nappies and the child runs out, the centre may supply a nappy and a charge will be added to the child's preschool account.
5. Bleach will be available at the nappy changing table (out of reach from children) this will be used to sanitise change mats between each nappy change.
6. The temperature of warm water that is accessible to children will be checked daily and will be at a temperature no higher than 40°C and comfortable for children to use.
7. All children and babies in nappies will be changed as necessary when soiled and/or wet by a permanent staff member or a reliever who has been authorised by the Head Teacher.
8. While there is a child on the nappy changing table, staff will keep one hand on the child at all times.
9. Staff are to wear disposable glove/gloves when changing a soiled child.
10. Gloves are single use only. Gloves will be changed and disposed of between each child as well as between the application of nappy cream. The wearing of gloves is not a substitute for hand hygiene and hands must be washed in between nappy changing.
11. Disposable baby wipes are to be used as wipes for soiled bottoms.
12. Children will have nappies changed on the changing table, which is sprayed with appropriate cleaner and wiped after every use. If the child is older and feels more comfortable they may have their nappy changed standing up or on a towel on the floor.
13. Nappy rash barrier cream supplied by the parent can be applied if permission has been given at the time of enrolment without the need for a medication form to be filled in.
14. Creams with the exception of a barrier cream supplied by the parents will be used and will be applied as per the written instructions on the labelling as laid out in the medication policy. No creams to be left in bags. It is desirable to have a locked facility for creams.
15. Centres may supply cornflour based baby powder and use when needed.
16. Wet and soiled disposable nappies and nappy liners are disposed of into a bin next to the change table, which are then emptied at the end of each day.
17. Should a child soil (bowel motion) their underwear/cloth nappy, the teacher will as appropriate rinse and then place the soiled items into a plastic bag and then a wet bag. The double bagged items will be named and placed in a container with a secure lid or hung on a hook. A note to collect the items will be placed beside the child's name on the day sheet. 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.
18. Staff will wash/sanitise their hands after each nappy change and children will be encouraged to do likewise as appropriate.

Nappy Changing and Toileting Policy 24th September 2024

Reference: Education (Early Childhood Services) Regulations 46

Licensing Criteria Health and Safety HS1, HS3, HS13, HS30, PF18, PF19, PF20, PF21, PF22, PF23, PF24, PF25, PF26

Toileting

1. All toileting is carried out in a positive manner.
2. Each toileting is documented.
3. During the process of toilet training if a child is not coping the Teacher's concerned will work with the parents to best meet the child's needs. The Head Teacher may ask the family to return the child to disposable nappies until the child is ready to start the toilet training process again.

Soiled Child –washed when they are soiled or pose a health risk to themselves or others

1. Teacher's discretion if bathing/showering is needed 2 employees are to be present.
2. Disposable gloves and apron to be worn.
3. Baby wipes and paper towels are to be used.
4. Procedure varies between centres due to the different facilities/environment
 - Uptown and John Street will shower child in a shub
 - Te Kupenga will bath an under 2 child in a baby bath with sufficient water to wash the child (too much water would make it too heavy to lift) Bath to be emptied down an appropriate waste system (toilet)
 - Te Kupenga will shower over 2 children
5. Dispose of towels or any other soiled item that may have been contaminated, follow point 17 under this policy for child's clothing.
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 nappies will as appropriate be rinsed and then placed into a plastic bag and then a wet bag. The wet bag will be hung onto a hook in the bathroom. A bucket may also be used for wet and soiled cloth nappies.
3. No cloth nappies will be washed on the premises.
4. It is the responsibility of the parents to provide enough cloth nappies for their child, otherwise a disposable nappy will be used in its place.

Policy Name: Nappy Changing and Toileting Policy	
Location: Health and Safety Manual	
Short footer name	Nappy Changing and Toileting Policy
Consultation	Parents, staff
Policy ratified	24 th September 2024
Introduction Date	January 2003
Automatic review date	24 th September 2027

This policy will need to be reviewed to ensure that it continues to be appropriate and effective. Policy statement should be reviewed:

- If any of the statutory source change or
- if any roles are amended or
- if any part of the policy becomes ineffective or problematic or
- if there are any suggestions for improvement or
- if he policy is scheduled for automatic review

Chairperson

Date

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