

Nappy Changing, Toileting and Sick or Soiled Tamariki Policy

Designation: Health & Safety

Rationale:

Tamariki should be kept dry and clean to ensure physical and emotional well-being is upheld. We are committed to ensuring that the changing of nappies and supporting with toileting needs is done in a way that keeps both caregivers and tamariki safe while maintaining the child's dignity, privacy and mana and fostering their developing self-help skills and independence.

Te Whāriki:

Well-being/Mana Atua: Tamariki experiences an environment where their health is promoted, and their emotional wellbeing is nurtured.

Policy:

Nappy Changing

1. Nappy changes will only be undertaken by permanent staff, parents of the tamaiti or qualified relief kaiako.
2. Safe, stable, and appropriate nappy changing facilities are provided near handwashing facilities, which uphold the privacy of tamariki while ensuring adequate supervision.
3. We acknowledge that the nappy changing area is not easily visible from another area of the service as required by the licensing criteria (PF25) and therefore to mitigate this we will have two staff members present for the changing of a child in this area.
4. Staff will not leave the tamaiti unattended on a nappy changing table.
5. Tamariki whose nappy is not soiled may be changed in the tamariki toilets standing up, to foster a sense of independence. Procedures for handwashing and disposal of the nappy as per policy.
6. Disposable gloves must be worn by kaiako when supporting tamariki with nappy changing, to help prevent the transmission of infectious diseases.
7. All nappies are disposed of in a secure nappy bin. If the tamaiti wears cloth nappies the liner will be disposed of in the nappy bin and the used nappy will be double bagged in a plastic bag to be taken home with the tamaiti that day.
8. The tamariki and the staff member will wash their hands thoroughly with warm water and soap and adequately dry their hands after the change
9. After each change, the area will be cleaned and sanitised with spray solution made daily of 0.1% solution of bleach (at least 2% hypochlorite) and water (1:10), and a paper towel. The solution will be left on the surface to dry for as long as practical, preferably 30 mins. Staff are responsible for ensuring the

spray bottle is available for adult use, and that it is stored out of reach of tamariki.

10. Details of each change performed by an adult other than the parent of the tamaiti, will be recorded in the nappy change sheet in the operations folder. The staff member undertaking the nappy change is to sign off the change of nappy and any topical creams applied (e.g. barrier cream for nappy rash as per instructions provided by parents).
11. Parents may have access to the nappy change record and will be notified by kaiako of any significant information on collection.

Toileting

12. Toileting will only be undertaken by permanent staff, parents of the tamaiti or qualified relief kaiako.
13. A tamaiti is never rushed to learn how to toilet themselves. Instead, staff will support the natural development of toileting and ensure developmental readiness and interest.
14. Staff will communicate to parents about the process of toilet learning at home and at the centre to support a consistent and partnered approach.
15. Staff and tamariki will wash their hands thoroughly with warm water and soap and adequately dry their hands after toileting.
16. Staff will check on toilets throughout the day to ensure they are hygienic, clean and well supplied with toilet paper etc. Any dirty surfaces will be wiped down with the bleach spray (as above) and a paper towel.
17. One toilet is provided for every 15 people. These aim to foster independence, privacy and are located away from food preparation areas to prevent the spread of infection.

Washing Sick/Soiled Tamariki

18. Washing of sick or soiled tamariki will only be undertaken by permanent staff, parents of the tamaiti or qualified relief kaiako.
19. Whānau will be contacted in the event of vomiting to come and collect their tamaiti and for permission to shower the child. Consent will also be gathered in the enrolment process and if consent is not given then this will be recorded in the operations folder on the nappy changing sheet.
20. Sick or soiled tamariki will be hygienically washed in the shower or shub.
21. Disposable gloves must be worn by kaiako when supporting tamariki who are sick or soiled, to help prevent the transmission of infectious diseases.
22. Staff will wash their hands thoroughly with warm water and soap and adequately dry their hands after washing the tamaiti and after cleaning the soiled area.
23. Spill kit that is kept in the shower/shub will be used to clean soiled areas. Fill the spill bucket with hot soapy water, use disposable cloths to clean the soiled

area, discard the water in the toilet. Clean the bucket before putting the spill kit contents back in it.

24. The shower, and any other areas of contamination (including toilet), will be washed down with a bleach concentrate 1:10 (¼ cup bleach to 4 cups of water), and left to dry, after use to ensure hygiene and infection control.
25. Any kindergarten linen used, such as towels or cloths, will be laundered separately and as per the Hygienic Laundering Procedure.
26. Soiled/dirty clothes will not be rinsed, remove solid matter and then double bag in a plastic bag ready for collection by parents and kept out of reach of the tamariki.
27. Parents will be notified of any such incidents on collection of the tamaiti.

General

28. There is at least 1 tap delivering warm water for every 15 people and hand-drying facilities.
29. Parents are responsible for supplying wipes, nappies, and changes of clothes, including plenty of spare underwear, trousers, and socks for tamariki learning to use the toilet. Staff will notify parents when supplies are running low.

Links To:

- Ministry of Education Licensing Criteria: PF18-22, PF25, PF26, HS3, HS30
- Hygienic Laundering Policy

Authorised:	Tash Robertson
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Consultation Undertaken:	Yes

Nappy Changing Procedure

1) The tamaiti is invited to have their nappy changed.
2) Staff will interact with the tamaiti in a positive way throughout the process. This includes communicating what is going to happen and working collaboratively to uphold the mana and dignity of the tamaiti and foster self-help skills and independence.
3) Staff will wear disposable gloves while changing a nappy.
4) A soiled nappy will be changed on the nappy change table, however if a tamaiti has a wet nappy only, they may choose to be changed standing in the toileting area.
5) Nappies are disposed of in the nappy bin and surfaces wiped down with the pre prepared bleach/water solution (1:10, ¼ cup of bleach to 4 cups of water) as specified in policy and a paper towel.
6) After the nappy change has taken place, the staff member will remove their gloves and encourage the tamaiti to wash their hands and will do so themselves.
7) Staff will clean the area as per the policy with a bleach/water concentrate (1:10; ¼ cup of bleach and 4 cups of water).
8) Staff will rewash their hands with warm water and soap and thoroughly dry.
9) Staff will record relevant information in the nappy change section in the operations folder.
10) When finished, the staff member will support the tamaiti back into play.

Supported Toileting Procedure

1) The tamaiti is invited to come to the toilet.
2) The tamaiti is encouraged to pull down his/her own clothes and sit on the toilet.
3) The staff member remains available while the tamaiti is on the toilet and then encourages her/him to use toilet paper, pull up their clothes and wash hands.
4) If support is needed, staff will put on gloves prior.
5) Any dirty surfaces will be wiped down with pre-prepared spray ($\frac{1}{4}$ cup bleach to 4 cups of water) and a paper towel. Gloves will be worn.
6) Staff will wash hands thoroughly afterwards with warm water and soap.
6) If a tamaiti is still learning to use the toilet, staff will record relevant information in the operations folder under nappy/toileting.
7) When finished, the staff member will support the tamaiti back into play.

Washing Soiled/Sick Tamariki Procedure

1)The staff will phone the whānau and explain what has happened and seek permission to shower the tamaiti. If the whānau cannot be reached, we will refer to the information supplied at enrolments around consent (stored in daily operations folder).
2) The tamaiti is brought to the shower to be cleaned.
3) The staff member talks to the tamaiti in a calm and collaborative way throughout the process.
4) The staff member puts on gloves and any other protective clothing.
5) The staff member supports the tamaiti to get undressed. Promoting independence where possible.
6) The child will be washed until adequately cleaned.
7) Soiled/dirty clothes will be double plastic bagged ready for collection by parents and kept out of reach of the tamariki. This will not be rinsed but solid matter will be removed and put into the toilet.
8)The staff member will wash their hands with warm water, soap and dry thoroughly after gloves are removed.
7)Fresh gloves will be applied.
8) The tamaiti will be dried and dressed in their own clean spare clothing.
9) When finished, another staff member would support the tamaiti back into play if they had soiled, but in instances of vomiting whānau will come and collect and the tamaiti will be kept warm and comfortable separate from the other tamariki until they arrive.
10) The original staff member will use the Spill kit that is kept in the shower/shub to clean soiled areas. Fill the spill bucket with hot soapy water, use disposable cloths to clean the soiled area, discard the water in the toilet. Clean the bucket before putting the spill kit contents back in it. All areas will be sprayed with a bleach/water solution (¼ cup bleach to 4 cups of water) and left to dry, including the toilet.
11)If there is any kindergarten linen used then these will be laundered separately using the Hygenic laundering procedure.
12)Staff member will wash hands thoroughly with soap and water and dry.

