**Nappy Change and Toileting Support Policy**

**Rationale**

To ensure tamariki are changed and supported through bathroom care moments (nappy changes and toileting assistance) with care, dignity, and respect that aligns with health and safety licencing criteria.

**Objective**

To provide and operate a consistent procedure for the changing of tamariki nappies and when providing kaiako assisted toileting support so that all practicable measures can be taken to reduce the risk of infection being spread amongst tamariki and kaiako whilst also ensuring tamariki are treated with dignity and respect during these care moments.

**Policy**

Country Kidz provides nappy and toileting facilities for all ages 0-5 years of age. Our policy contributes to Te Whāriki – Wellbeing in supporting tamariki to become independent with their care routines in a nurturing environment to support development in this area of learning.

Infants and toddlers need to be changed at least three hourly to provide a degree of maintenance with regards to their physical and emotional wellbeing. The changing of nappies is done as part of a care moment with a permanent Country Kidz kaiako to ensure tamariki are safe, have a degree of privacy, and in a manner that facilities are appropriately visible from another area should support or guidance be required.

Tamariki requiring toileting support are also afforded the same level of privacy while also being encouraged to self-care with the scaffolding and guidance of kaiako. Toileting reminders and/or assistance is provided to tamariki in line with maintaining physical and emotional wellbeing and whānau aspirations.

To ensure continual hygiene in our bathroom and nappy change areas, cleaning occurs after each nappy change and any soiling in the bathrooms. A thorough bathroom and nappy changing facilities clean is undertaken during the middle hours of the day and as required.

**Procedure**

| **Step** | **Procedure** |
| --- | --- |
|  | All tamariki use the bathroom and nappy changing facilities for these care routines with kaiako available for support or changing as appropriate. Only permanent kaiako are able to participate in the bathroom and nappy change care routines of Country Kidz tamariki |
|  | Kaiako to use single-use gloves provided by Country Kidz when undertaking bathroom care moments whether it be changing of a nappy or providing toileting support and are to be changed before helping assist another child. |
|  | When providing assistance and changing a child’s nappy, footwear are removed prior to using the nappy change table. Allow tamariki who can climb independently onto the change table to do so. Once atop the change table one hand is kept on the child at all times. Use the nappies provided by whānau for each tamariki and dispose of the soiled nappies in the nappy receptacle provided along with the gloves and any wipes used. |
|  | When providing assistance for tamariki needing toileting support, allow the child to do as much as they can on their own to further their independence while being mindful to scaffold and role model good hygiene.  |
|  | Role model to tamariki who are independent enough to wash their hands with the soap provided and dry them with the single-use paper towels provided. Kaiako help infants and young toddlers to wash their hands after nappy changes. |
|  | Use cleaning equipment (disposable paper towels or pink clothes provided) disinfect the nappy change table with Activate 1% bleach solution after each change, ensuring it is done before another nappy change occurs. Ensure if any soiling has occurred in the bathroom this is also cleaned using the Activate 5% bleach solution prior to it being used by further tamariki. A nappy change protection liner is used should the nappy change mat require additional disinfection. Return all cleaning products to the shelf above the nappy change table out of tamariki reach. |
|  | Any soiled clothing is appropriately secured and hygienically bagged and given to whānau on collection. |
|  | If tamariki are soiled and require washing, use the Country Kidz Washing Sick or Soiled Tamariki procedure to navigate through this additional care routine. |
|  | Record the nappy changes and toileting support undertaken (this is undertaken on the Playground app so it is immediately available to whānau) including any creams used in line with whānau wishes and licensing criteria requirements with regards to the administration of medicines.  |
|  | Wash hands thoroughly using warm water and soap, dry using paper towels before leaving the bathroom or nappy change facilities. |

*Aligns with:*

*Licensing criteria for centre-based ECE services 2022 (HS3)*

*Human Rights Act 1993 (amendment 2001)*

*Country Kidz Bathroom and Nappy Change Facilities Policy*

*Country Kidz Washing Sick or Soiled Tamariki*

*Country Kidz Philosophy*

*Country Kidz Laundry Policy*

*Country Kidz Bathroom Cleaning Procedure*

*Country Kidz Health and Safety polices [general]*

*Statement of National Education and Learning Priorities*

*Our code, our standards – Code of professional responsibility and standards for the Teaching Profession*

**Review**

Review when there is a significant change to legislature or as part of the annual management plan.

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| **Authorised:** |  |
| **Date:** | May, 2024 |
| **Next Review:** | Add to Annual Management Plan for June, 2025 not withstanding a change in legislation or criteria |