



Toileting and Nappy Change Procedure

1. At the beginning of each day record the children in each room who require changes or toileting assistance on the whiteboard in the bathroom.
2. If you suspect an infant or toddler is soiled or wet change them immediately, otherwise check infants and toddlers as part of the daily routine – approx. every 2 hours. They will also be checked before and after a sleep.
3. Children who are learning a new toileting rhythm will be invited to the toilet every hour – in consultation with their parents/caregivers. Older children are to be asked if they need to go to the toilet every 1-2 hours (this depends on the individual child).
4. When toileting use praise and encouragement.
5. Ensure that children are shown respect during changes and are encouraged to move freely and be actively involved in the process.
6. Ensure interactions are warm, unhurried and inviting. Talk to the child about what is happening.
7. Encourage participation in self-help/self-care processes such as wiping, dressing and undressing and hand washing.
8. When using the change table encourage children to climb up the steps if appropriate, fostering their sense of control.
9. To ensure a respectful and dignified changing rhythm, children should be changed standing up where possible, especially in the Owls and Wise Owls, allowing them to be more aware and involved in the process. This should be done beside the toilet to encourage association of the changing process with toileting.
10. For hygienic purposes a changing stand involving a bowel motion must be done with the child standing on a blue bath mat.
11. Record Changes on the nappy/toileting whiteboard as follows:
Nappy:
D – Dry **W** – Wet **M** – Motion **/** - Not Present
Toilet:
TW – Toilet Wet **TM**– Toilet Motion **AW/M**– Accident Motion/Wet **/** - Not Present
TNO – Either child sat on the toilet but nothing happened or when invited they did not need to go.
12. At the end of every changing period the information on the whiteboard will be recorded on the Info-Care app: GoMobile!
13. All changes for infants will be recorded in the Infant Care Books throughout the day.
14. Use disposable gloves to clean up motions.
15. Use brown cloths to clean infants and toddlers during changes. Ensure these are placed in the correct labelled bucket with a lid to soak which is inaccessible to children.
16. Wet and soiled nappies are to be placed in the bin in the bathroom.
17. Only apply ointment or cream to children at change times if the parent has given permission on enrolment and provided it.
18. Thoroughly clean the change table after each change with a spray solution of 2% hypochlorite at a concentration of 1:100 or 1:10 in an outbreak. If necessary, wash floor, sinks, toilets, and ensure

that there are adequate supplies of soap, towels, brown cloths, and hypochlorite spray. Ensure floor is dry by using a towel (not blue) to clean up any excess moisture.

19. Rinse soiled underpants and place in a bag in the child's bag to return home.
20. Wash your hands after every nappy change and encourage children to wash theirs.
21. Children who have been sick or have soiled themselves, will be cleaned in either of the wash areas by a staff member following the Body Wash Procedure. Their clothes will be soaked in hot water and hypochlorite and then washed separately. Any towels or cloths used to wash the child will be soaked and washed separately also. The child will be isolated and cared for until their parent or contact is able to collect them. The staff member will then disinfect the wash area and wash their hands. See *Cleaning Policy, Body Wash Procedure*.

Note: if for some reason the phone app, GoMobile! is not available or working changes will be recorded on a paper toileting record.

Cloth Nappy Procedure:

Cloth Nappies are supplied by Kidiwise to the Nestlings and Moreporks rooms. It is up to parents/caregivers whether they choose to use them. Parents are free to supply their own nappies if required.

1. At the beginning of each day ensure there are buckets for both used brown clothes, cloth nappies and boosters.
2. If parents choose to supply their own cloth nappies ask them to bring in a wet bag so they are able to take their nappies home and launder them at the end of each day.
3. On each child's first nappy change for the day change them into a cloth nappy.
4. Insert a single booster in a nappy when children are awake and two boosters for children sleeping, unless individually required.
5. Line each nappy with a nappy liner.
6. When changing children from a cloth nappy shake any solid matter into the toilet. Liners must go into the rubbish. They do not flush.
7. Rinse soiled nappies under a clean flush in the toilet.
8. Remove boosters.
9. Put soiled nappy and boosters into the correct labelled bucket.
10. Shut the lid tightly.
11. Change nappies when needed or approximately 2 hourly.
12. Before each child is due to go home change them into their personal disposable or cloth nappy.
13. Wash cloth nappies on a cold wash then following the 'Laundry Facilities Procedure.'
14. On Friday evenings ensure all nappies are washed in the evening.

TE WHĀRIKI:

Wellbeing | Mana atua: Children experience an environment where their health is promoted

Refer to:

Cleaning Policy; Body Wash Procedure; Laundry Facilities Procedure

Statutory Source:

Licensing criteria for centre-based ECE services 2008: Toilet and handwashing facilities, PF18 - Toilet ratio, PF19 - Handwashing facilities ratio, PF20 - Toilet/handwashing facilities, PF21 – Hand drying facilities, PF22 - Toilet privacy; HS3 - Nappy changing procedure