

## CENTRE PROCEDURES

### 46 Health and Safety Practices Standard: GENERAL

Licensing Criteria: PF25, HS



## NAPPY REFRESH AND TOILETING

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### **Purpose:**

Treetops Early Learning Centre believes all tāmāriki will have a positive, safe and hygienic experience whilst having their nappy refreshed and whilst toileting. Nappy Refresh/toileting time will be an unlimited care routine where kaiako takes the opportunity to have quality interactions with tamariki. Tāmāriki will be treated with dignity and respect. We recognise that toilet learning is an important part of tāmāriki development. Tāmāriki emotional, physical and cognitive development will be respected during this time. Every tamariki, regardless of age, ability or developmental needs will have their toilet learning tailored to their individual needs.

### **Procedures:**

#### **Nappy Refreshing:**

1. Kaiako will ensure that the nappy refreshing area is physically appealing and reflects the Centre's philosophy.
2. Volunteers and short term relievers will not refresh nappies. Student teachers may refresh nappies under direct supervision of a permanent staff member if required to do so as part of their practicum.
3. Long term relievers are permitted to refresh nappies at the discretion of the Centre Manager
4. Kaiako will invite tamariki to have their nappy refreshed. Kaiako will give tamariki the opportunity to accept the invitation or to complete what they are currently engaged in. Kaiako will then re-invite tamariki to have their nappy refreshed. This care routine is unhurried and involves quality interactions.
5. Tāmāriki will wash their hands after each nappy refresh. Nappy wipes are provided for tamariki hand washing or soap and tap water if they are old enough. Tāmāriki will then be invited to return to their play space.
6. Kaiako will wear a new set of gloves for every tamariki that they assist: gloves are to be removed before entering or exiting the changing area.
7. Kaiako will maintain physical contact with tamariki at all times while they are on the nappy refresh mat.
8. Used disposable nappies are to be placed in the sealed nappy disposal unit, and emptied at the end of the day and midday.
9. Kaiako will remove their gloves and wash their hands after every nappy refresh.
10. Kaiako will clean the nappy refresh mat using paper towels and Zoono / Spray Max Surface Spray. Paper towels are only to be used for one clean then disposed of.
11. Kaiako will complete the changing record after each refresh, also noting if any creams have been applied. (Refer Appendix HS (ii) Nappy refresh record)

12. Kaiako will ensure that all tamariki nappies will be refreshed at least every 2-3 hours and this is to be documented within the nappy refresh record.
13. Kaiako will endeavour to ensure that tamariki are checked prior to a child's pick up time, ensuring that no tamariki leaves the centre with a soiled or wet nappy.
14. Tamariki independence will be fostered as appropriate through the use of stairs in the changing area. Kaiako are to ensure they have good safety practices regarding back care. If necessary tamariki can be changed standing up
15. Soiled clothing will be rinsed in the laundry tub, double bagged and stored in an appropriate area ready for collection by whānau.
16. Kaiako will use Zoono surface spray to clean the nappy refresh mat and surrounding area at the end of each day.
17. In the event of a gastro outbreak, kaiako will use a 0.1% Activate during the day on nappy change mats and a 0.5% Activate will be used at the end of the day.

## Toileting:

1. We recognise that tamariki home and the centre environment are different. Tamariki may respond differently to their toileting routines between home and the centre. This will be respected and toileting will follow tamariki interest.
2. Kaiako will discuss tamariki interest in toileting with whānau. When tamariki are showing signs that they are ready to begin toileting, we suggest that this begins at home. Kaiako will support tamariki toilet learning in the centre.
3. Whānau will ensure tamariki have spare changes of clothes to support this process. Kaiako will keep a limited amount of clothes on hand for use if required.
4. Any tamariki with additional learning or development needs will have a toileting plan created to suit their individual needs. Kaiako will follow this plan and give regular feedback to whānau.
5. Kaiako will communicate with whānau in regards to how toileting is going in the centre.
6. Kaiako will discuss with tamariki about the toileting process using language that promotes body awareness and how to take care of themselves. This includes offering tamariki appropriate advice and hygiene support.
7. Rewards, such as food or stickers will not be offered for going to the toilet.

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