

	<b>Procedure</b>
	<b>Policy Category: HEALTH &amp; SAFETY</b>
	Date Created: November 2016
	<b>Policy Name: Nappy Changing, Toileting Procedure</b>

### Policy and Recommended Procedure

It is expected that parents will drop their child off with a dry nappy. All nappy changing and toileting occurs in the nappy changing and toileting areas.

1. Toilet changing is at regular intervals during the day (no less than 3 hourly e.g. 9am, 11:45am, 2:45pm) as well as any time a child may have soiled.
2. When on toilet duty, go through the checklist of children and fill in the sheet as required.
3. Ensure you follow the correct procedures.
4. Parents are to provide sufficient nappies for their child. Additional nappies will be provided by Grow Early Education at a cost.
5. Grow Early Education will provide wipes unless parents prefer to supply their own.
6. All nappies are to be disposable unless a prior arrangement has been agreed to and acknowledged to be subject to change.
7. Used cloth nappies to be placed in a sealed wet bag (provided by whānau) and taken home at the end of each day. Bowel motions to be emptied into the toilet before being placed in a sealed wet bag.

### Nappy Changing

1. Ensure you are positioned in front of the child, and that you have everything you require before placing the child on the change mat. NEVER leave a child unattended on a change mat. Keep one hand on the child being changed at all times (i.e. be within arm's length).
2. Wear gloves (single use only) and use nappy wipes for wiping the bottom. Apply creams as required.
3. Change the nappy. Enclose soiled nappy and wipes with single use gloves used and take to the designated nappy bin.
4. Disinfect changing mat, dispose of used hand towels and wash and dry hands.
5. Fill in the nappy chart to record nappy change.

### Toileting

1. Put the child on the toilet and assist as needed.
2. When the child has finished, help if needed with dressing and direct to hand washing.
3. Ensure the toilet is flushed
4. Disinfect the toilet and wash your hands
5. Fill in the toileting chart.

Never force a child to sit on the toilet. Children who refuse to go or have constant accidents must attend in a nappy or pull-up for the health and hygiene of the staff and other children.

# Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised:	Vikki Cooper
Date:	
Review Date:	November 2025
Consultation Undertaken:	