



Nappy Policy (Disposable Nappies)

Goal:

To provide a hygienic and safe procedure for changing nappies, cleaning children, toilet training and disposing of nappies.

Statement:

Should disposable nappies be required, parents or whānau are to provide disposable nappies for their child.

Only teachers are to undertake the nappy changing process in the centre.

Procedure

1. Teachers will invite children to have their nappy changed. If children are reluctant, teachers will use a range of strategies to assist, such as allowing the child more time or making the impending change lots of fun.
2. Teachers will communicate verbally to other teachers so that they are aware that nappy changing is about to occur.
3. Children's privacy and specific requirements will be at the forefront of the nappy changing process.
4. Children in nappies will have their nappy checked 2 hourly or as required by their key teacher or buddy, and changed as necessary.
5. The teacher will wear disposable gloves that are supplied by the Centre.
6. Used disposable nappies and gloves are to be disposed of in the nappy disposal bin provided
7. Any soiled clothing or other items will be bagged for going home and stored in the laundry.
8. Disposable wipes will be used to clean soiled children.
9. When children require further cleaning, see **Appendix A**.
10. After each change, the changing mat and table is to be cleaned with paper towels and bleach solution.
11. While children are toilet training, they are required to wear a nappy or a pull-up until they have gained control of their bowel motions.
12. Child and teacher are to wash and dry hands thoroughly after the change is completed, as shown in **Appendix B**.

13. Any medication for skin will be administered as per the Medication Policy.
14. A whiteboard will be used to record daily nappy changes and toileting for children.

References

* Teachers Handbook

This policy will be reviewed as per the policy review schedule.

Note: For policy review purposes, Appendix A of this document should be reviewed alongside Appendix A of the Nappy Policy (Cloth Nappies) and the Infectious Diseases and Illness Policy.

Date: 8 August 2020

Appendix A: Cleaning of Soiled Children

1. Any child who requires further cleaning than bottom wipes, will have the opportunity to be fully washed.
2. For small children, the children's bathroom tub will be used to bathe the child.
3. For bigger children, the shower in the adult bathroom will be used.
4. A Washing Kit will be available for the purpose of washing children.

The kit will contain:

Adult disposable gloves, apron and gumboots;
Liquid soap;
Shampoo;
Two body towels (orange);
Two body flannels (orange);
Two face flannels (purple);
Disposable bottom wipes;
Plastic bags.


5. The teacher will prepare the environment, including warming up the water to the required temperature and testing before use, arranging the necessary wash items, having a red bucket ready and ensuring respect and privacy for the child.
6. The teacher will advise other teachers and be visible throughout the process.
7. The teacher will put on the gloves, apron and gumboots.
8. The teacher will then remove the child's clothing and disposable nappy, placing them in the red bucket, labelled for soiled items.
9. The teacher will then wash the child with the wash items from the wash kit and dry the child with the orange body towels. The teacher will then ask another teacher to take the child from the bathroom and dress the child in clean dry clothes.
10. The child will then be cared for according to the Infectious Diseases and Illness policy, as appropriate.
11. The teacher who has washed the child will then undertake the clean-up process.
12. The body towels, body flannels and face flannels will be placed in the orange bucket for transporting to the laundry.
13. The disposable nappy, disposable bottom wipes and gloves in the red bucket will be disposed of in the disposable nappy bin. All the above will be transported in the red bucket.
14. The child's items in the red bucket will be bagged ready to go home and placed in the laundry until pick up time, with the exception of the gloves and apron that will be taken in the red bucket and disposed of in the disposable nappy bin. All the above will be transported in the red bucket.

15. The Washing Kit and gumboots will be cleaned using the bleach solution and paper towels.
16. Where a teacher's clothing or footwear has been contaminated, they will ensure those items are bagged and stored in the laundry.
17. The Washing Kit will then be replenished, ready for the next use.
18. The tub or shower will then be cleaned with the bleach solution and paper towels using a fresh set of gloves.
19. The red bucket will also be cleaned with the bleach solution and paper towels with the gloves and paper towels being disposed of in the disposable nappy bin.

Appendix B: Hand Washing

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



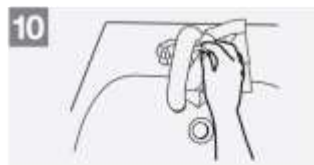
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



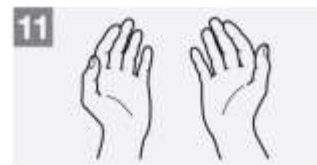
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



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SAVE LIVES
Clean Your Hands

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