



Kaitiaki Kindergartens

Operational Policies

7.26 Personal Care Policy (Nappy Changing, Toileting and Bathing)

Classification: Human Resources

Date: November 2023

Applies to: All Employees

Review Date: November 2026

Approved by: General Manager

Purpose:

To ensure provision of safe and respectful changing, toileting and bathing practices in kindergarten.

References:

- Licensing Criteria for Early Childhood Education and Care Centres 2008
- Nga Kupu Oranga, Healthy Messages, Ministry of Health.
- Children's Act 2014

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
 - Nappy changing, toileting and bathing – Personal Care
 - Head Teachers and Centre Managers – are referred to as Service Leaders
 - Professional Practice Leaders – are referred to as PPLs
 - Kindergartens and Early Learning Centres – are referred to as services
 - Personal Care refers to assisting children to be clean:
 - at nappy changing time,
 - if a child has vomited on them,
 - if a child has a toileting accident
 - if a child has become very dirty or wet during play
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Policy

The Association undertakes to ensure that all practices involved with providing 'Personal Care' to children are specifically designed to maintain the child's safety, dignity and wellbeing.

Procedures

1. Services will provide safe and respectful personal care practices maintaining a child's dignity and safety at all times.
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2. Teachers will ensure that any personal care provided for children is done so with the knowledge of their colleagues and in a place where colleagues would be able to discreetly observe them.
3. Teachers will work in partnership with parents in the provision of personal care of children.
4. Personal care will only be provided to children in a service by:
 - Their own parents or nominated caregivers
 - People employed by the Association to work in the service (usually this will only be teachers but could from time to time be other Association employees if previously agreed to by Service Leader and known to the child)
 - A person employed e.g. Education Support Worker, to specifically support and work with the child.
5. The Association has developed further and documentation to show:
 - How services will provide personal care facilities
 - How services will observe appropriate hygiene practices at these times
 - How services will provide privacy to the child during personal care.

It is no longer necessary for services to produce their own procedures (as at October 2023)

Copies of relevant procedures are attached as Appendix to this document. These must be displayed in all services
6. Teachers must record all instances of personal care on the relevant Association's 'Personal Care Chart'

Signed:

Tara Solomon
General Manager

Date:

5/4/24

Endorsed by the Kaitiaki Kindergartens Board at the Board Meeting of 6 March 2024



Appendix: 1

To ensure we meet hygiene and infection control outcomes the following procedures must be adhered to

To be read in conjunction with policy 7.17

At Kaitiaki Kindergartens, we acknowledge that providing personal care for a child is a privilege and should be undertaken with the following understanding:

- That the child's wellbeing, privacy and dignity is to be protected at all times
- Whenever possible, seek the child's permission to support them
- Always ensure that the child's independence is fostered



Sometimes children at the service will need to have all or part of their bodies washed. This might be necessary, for example:

- At nappy change time – if wipes are not enough to ensure the soiled child is cleaned thoroughly
- If a child has vomited over themselves
- If a child has had a toileting accident
- If a child has become very dirty during play

While at the service, personal care will only be provided to children by:

- ✓ Their own parents or nominated caregivers
- ✓ People employed by the Association to work in the service and who are core workers
- ✓ A person employed to specifically support and work with the child e.g. Education Support Worker

Procedure

- Ensure you have all you need so that you will be able to remain with the child at all times. Child's spare clothes, towel, soap, wash cloth etc.

For your Health and Safety

- Make sure that you let your colleagues know that you are leaving contact to support the individual child and that you are in an area where you can be supported or observed by a colleague without compromising the child's sense of privacy and dignity.
- Put on disposable gloves whenever providing personal care for a child and if available, a disposable apron.

For the child's Health, Safety and Wellbeing

- Support the child to remove their soiled clothing.



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- When either bathing or showering a child, it is very important to test the temperature of the water to establish that it is not too hot or too cold. In the absence of a thermometer, the test with an elbow to establish if it is a comfortable temperature is still acceptable. Once you have tested the temperature, you can also let the child feel it to let them know what to expect.
- Ensure that the child is supported to enter the bath or shower to prevent them from slipping.
- Make sure that the child is cleaned thoroughly.
- Make sure that the child is dried thoroughly and then dressed in clean clothes.

Clothing

- If you are comfortable to do so, rinse the clothing in the shower/bath before bagging it up to be taken home.
- The personal care should be noted on the Nappy Changing chart for the day and the parent/caregiver informed at the end of the day.



Appendix: 2



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Nappy Changing Procedure to be read in conjunction with policy 7.26

At all times through the nappy changing process the child will be treated with dignity and respect.



Personal care will only be provided to children by:

- Their own parents or nominated caregiver;
- People employed by the Association to work in the service; or
- A person employed to specifically support and work with the child.



Regular checks make sure children are not left in soiled nappies.

- Children's nappies are to be checked regularly throughout the day. Waking children should be checked at least every 2 hours. This should be done discreetly and with respect for the child.
- They must be changed immediately when necessary and at least 2 times a day to ensure their comfort.
- They must be checked before sleep and on waking.

The following procedures must be followed to ensure safe and hygienic practices when changing nappies.

- Ensure that you have what you need, such as clean nappy, wet wipes, paper towels, the child's nappy rash cream and clean clothes if necessary.
- Before starting the process, wash and dry your hands, adhering to the Hand Washing Poster, then put disposable gloves on each hand.
- Once a child is on the changing mat, they must not be left unattended for any reason. You must make sure that you are in physical contact with them at all times to prevent falls.
 - Whenever possible, the child should be encouraged to access the changing mat/area themselves.
 - If an older child is in pull-up nappies, whenever possible, the child should be encouraged to be as independent as possible through the nappy changing process
- Place paper towels under the child's bottom and remove the wet or soiled nappy.
- Ensure the child's bottom is thoroughly cleaned, i.e. with wet wipes, every time the nappy is changed.

Nappy Rash Cream

- If a child requires nappy rash cream, either:
 - apply their own; or
 - if they do not have their own, use the services supply. If using the services supply, use a clean lolly stick to scoop the required amount of cream out of the tub and wipe this onto



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your gloved finger to apply to the child's bottom. Immediately dispose of the lolly stick (do not re-use) should you need more cream, use another stick.

Clean Nappy

- Place a clean nappy on the child.
- Place the folded wet or soiled nappy, paper towels and gloves in the nappy disposal bin. This bin will be emptied by the cleaners on a regular basis.
- Wash your hands and the child's hands thoroughly, adhering to the Hand Washing Poster.
- Get the child dressed.
- Spray the changing mat with disinfectant and wipe with a paper towel after each nappy change.
- Note the time of the nappy change and the condition of the nappy on the nappy change chart.

Remember – Providing personal care for a child is a privilege.

Embrace this time together, and the child will too. Talk to the child about what is going on for them. Focus on them for these few minutes. **Slow down.** Even the youngest infants sense our hurry or distraction, and it makes them tense and resistant, rather than willing participants. Our slow, gentle touch breeds trust.