

## NAPPY CHANGE POLICY

### AIM

Children will have their nappies checked regularly and changed when required. Staff will interact with children in a warm respectful manner while changing nappies. Safety and hygiene will remain paramount at all times.

### IMPLEMENTATION

#### Leadership will:

- Guide review of this policy and ensure it is implemented in rooms.

#### Team Leaders will:

- Ensure educators are aware of the contents of this policy and ensure it is implemented in their rooms.
- Ensure that students and volunteers are not responsible for changing nappies. Educators should not change nappies of children who are not familiar with them.
- Ensure educators are supported to provide individualised nappy checks for primary care children and discourage mass 'nappy rounds'.

#### Educators will:

- Wear gloves when changing nappies
- Wash their hands before and after changing a child
- Ensure they have access to items needed for nappy change before placing a child on the change table e.g. gloves/nappy
- Never leave a child unattended on the change table.
- Undress and dress children who are unable to do so themselves while naming what they are doing and following the child's initiative. Educators will support children who can dress and undress themselves with regards to child's right to privacy and dignity.
- Place any wet/soiled clothing in a plastic bag before placing in the child's bag and replace with clean clothes (either the child's clothing from home or spare clothing from the Centre's lost and found). Masking tape should be used to label the plastic bag with the child's name and why the clothes were changed i.e. wet from water play, soiled from accident etc.
- Place paper towel under the child's nappy when changing
- Remove the child's nappy in a downward motion and fold over the soiled side
- Clean the child's bottom with wipes at every change
- Remove the nappy, wipes and paper towel and enclosing the nappy parcel in the gloves by peeling back from their wrists, turning them inside out and place in the bin.
- Place a clean nappy on the child.
- If the child needs nappy cream applied, the correct medical forms must be returned and the cream supplied by parents (see *Dealing with Medical Conditions Policy*). Apply nappy cream with a new glove.
- Take child off of the change table using the steps where possible
- Wipe change area with camomile sanitiser and paper towel and place in the bin
- Help the child to wash their hands. Educators can role model by washing their own hands. Small babies can have their hands washed with wipes.
- Help child to resume their play
- Record the nappy change on the chart

**Families will:**

- Ensure their child has clean changes of clothes in their bags in case of accidents.
- Wash and return any spare clothes their child borrows from the Centre.
- Provide nappies for their child if they prefer a certain brand. The Centre use Fluffies brand nappies on-site.
- Complete a Medication Authority form if sending nappy cream to the Centre with their child. When purchasing nappy cream, please ensure the pharmacist label is not placed over the cream's use-by date.

**EVALUATION:**

This policy is viewed to working effectively when the nappy change procedure becomes a time for staff and child to interact warmly together maintaining a high level of safety and hygiene.

**Procedure Form:**

Nappy change procedure displayed in each bathroom.  
Staff to document the nappy change for families to view.

**National Quality Standards:**

Standard 2: Children's Health and Safety

Element: 2.1.3 Effective hygiene practices are promoted and implemented

**Record of Policy Adoption and Amendment:**

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Ocean View Children's Centre Polices	Governing Council
1.1	June 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; <ul style="list-style-type: none"> <li>• NQF regulations</li> <li>• Change in the procedure</li> </ul>	K Cook and educators changing nappies	
2.0	June 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> <li>• NSQ regulations</li> <li>• Change in the procedure</li> </ul>	K Cook	Policy Review Committee
2.1	September 2014	Reformatted and Team Leader duties added.	P Murray	Policy Review Committee

**Review:**

To be reviewed annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

**Last reviewed:** August 2017

**Source:** *Staying Healthy in Childcare 4<sup>th</sup> edition 2005*