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 and support children who can dress and undress themselves with regards to child’s right to privacy and dignity.
- Place any 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 swap rack).
- 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.
- 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.
- Place a clean nappy on the child.
- Take child off of the change table using the steps where possible
- Wipe change area with soapy water 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.
- Complete a Medication Authority form if sending nappy cream to the Centre with their child.

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:

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Details</th>
<th>Author</th>
<th>Approver</th>
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<tbody>
<tr>
<td>1.0</td>
<td>January 2011</td>
<td>Policy adopted.</td>
<td>Ocean View</td>
<td>Governing Council</td>
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<td>Children's Centre Policies</td>
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<tr>
<td>1.1</td>
<td>June 2012</td>
<td>Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including;</td>
<td>K Cook and educators changing nappies</td>
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<td>• NQF regulations</td>
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<td>• Change in the procedure</td>
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<tr>
<td>2.0</td>
<td>June 2012</td>
<td>Suggested amendments put to Policy Review Committee and adopted, including;</td>
<td>K Cook</td>
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<td>2.1</td>
<td>September 2014</td>
<td>Reformatted and Team Leader duties added.</td>
<td>P Murray</td>
<td>Policy Review Committee</td>
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Review:
To be reviewed annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

Source:
Staying Healthy in Childcare 4th edition 2005