



NAPPY CHANGE PROCEDURE

Our Service aims to meet the needs of children by providing a clean, safe, and hygienic place for nappy changes and toileting. We believe that nappy-changing and toileting rituals provided in a caring and responsive manner are valuable opportunities to promote children's learning, meet individual needs, and to develop strong relationships with children.

This procedure provides detailed steps for educators to follow when changing a nappy at the Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and Comfort	Each child's wellbeing and comfort is provided for.
2.1.2	Health Practices and Procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
112	Nappy change facility
115	Premises designed to facilitate supervision
155	Interactions with children

RELATED POLICY

Nappy Change and Toileting Policy

STEP 1: PREPARATION		
1	Before changing a child's nappy, make sure you have everything you need within reach e.g.: disposable gloves, nappies/pull-ups, wipes, paper towel, small plastic bag	
2	Set up the hydraulic lift by releasing the red and green brakes located at both ends of the lift. Move the lift into position ensuring it is level and lock both brakes.	



3	Test the hydraulic lift by pressing both the up and down buttons to ensure it is working correctly	
4	Wash your hands with soap and water and dry thoroughly with paper towel	
5	Ensure the cords are away from the moving parts of the lift and not on the change area.	
6	Place the foam change mat onto the tray of the lift and lay paper towel/sheets on the change mat	
7	Put disposable gloves on both hands	

STEP 2: CHANGING		
1	Press the top half of the lift button (located on grey box) to lower the lift to the required height. CAUTION: Do not continue to press the button once the lift is at its lowest setting.	
2	Ask the child to lie down on the change table	
3	Always keep a hand on the child to prevent falling	
4	Raise the height of the lift by pushing the bottom half of the lift button (located on the grey box) to a comfortable height for the educator CAUTION: Do not continue to press the button once the lift is at its maximum height setting.	
4	Remove child's nappy/pull-up and any other clothing with urine/faeces. (The child may urinate, so have a spare cloth handy).	
5	Use the front of the nappy/pull-up to wipe off any faeces	
6	Use the tabs of the nappy to fold the nappy together in order to stop leakage and put in a plastic bag (for pull ups, roll it up tightly and place in a plastic bag)	
7	Place any soiled clothes (including a cloth nappy) in a plastic bag	
8	Using wipes, clean the child's bottom and genital area	
9	Hold child's legs up with your fingers between the ankles and gently lift the child's bottom, wiping front to back and using a new cloth for each wipe, placing used wipe in the plastic bag	
10	Remove the paper and put it in the plastic bag with nappy/pull-up and tie the bag tightly	
11	Remove your gloves turning them inside out and dispose in the bin (Do not let your skin touch the outer contaminated gloves)	
12	If nappy cream is required due to nappy rash, place on a new glove (check <i>Administration of Medication form</i> for authorisation)	
13	Administer child's nappy cream using your gloved finger to apply generously, dispose of gloves	
14	Open a clean nappy, with fastening tabs towards the top. Lift child's ankles and slip the nappy beneath their bottom. When using a pull-up, place one foot at a time through the leg holes and pull it up over the child's bottom lifting one hip at a time	
15	Fold the front flap up, tuck it firmly around child's waist and secure each tab. Ensure not to make the nappy too tight.	



16	Dress the child and wash the child's hands	
17	Lower the lift to the lowest setting and assist the child from the change table.	
18	Accompany the child to the children's bathroom to wash their hands	
19	Wash your hands	
20	Encourage the child to go and play with the other children	

STEP 3: NAPPY CHANGE AREA CLEANING		
1	After each nappy change, clean the change table with sanitiser and paper towel, then rinse and dry.	
2	Educators are to dispose of paper towel in bin	
3	Educators will wash hands thoroughly as per <i>Handwashing Policy</i>	
4	At the end of each day, thoroughly clean the nappy change mat and nappy change area with sanitiser. Allow the change mat to dry, preferably in the sun.	
5	Educators will check nappy change resources and refill as required <ul style="list-style-type: none"> • baby wipes • disposable nappies • bin liners • paper towels • plastic bags 	
6	In the event of spills (urine, faeces, vomit), educators will wear gloves and use paper towel over the spill to soak in. <ul style="list-style-type: none"> • Remove the paper towel and solid matter and place in a plastic bag or alternative • Seal bag and place in the bin • Clean the surface with sanitiser and allow to dry • Wash hands thoroughly. 	
7	Additional hygiene measures must also be implemented to reduce spread of diseases/illness such as gastroenteritis.	
8	The hydraulic lift must be moved to its original position ensuring it is out of the way and both the front and back brakes are locked.	
9	Check the battery by pressing the up/down button. If it shows a green light, the lift is charged, and no further action is required. If a red light appears, the lift is running low on charge. Plug the charging adapter into the power point in the bathroom overnight	
10	Educators must clean the bathroom and nappy change area prepared with sanitiser prepared as per manufacturer's instructions. Disposable gloves must be worn, and paper towel used to clean the surface Wash hands thoroughly after cleaning	



IMPORTANT: Never leave a child unattended on a change table

SPECIAL INSTRUCTIONS

EDUCATOR HYGIENE:

- *Disposable gloves must be worn when disposing nappy content into the toilet.*
- *Liners must not be flushed down the toilet.*
- *Soiled cloth nappies (and reusable liners if being used) will be placed in a separate plastic bag after each use.*

USE OF HYDRAULIC LIFT

- *The hydraulic lift manufacturer's instructions recommend the lift not be used for more than 6 minutes per hour.*
- *Do not continue to press the switch once the platform has reached either the minimum or maximum height of its travel, as this may damage the unit.*
- *When the up/down switch is pressed, a light in the lower right-hand corner of the battery box will glow.*
 - *If it glows green, the battery is sufficiently charged.*
 - *If the light is red, the battery is low and should be recharged immediately.*
 - *The batteries require up to 12 hours to reach full charge.*