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.

Education and Care Services National Law or Regulations (R.106, 109, 112, 115 and 155) NQS QA 2: Element 2.1.1, 2.1.2 and 2.2.1 Health practices and procedures
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 eg: disposable gloves, nappies, wipes, paper towel	
2	Wash your hands with soap and water and dry thoroughly with paper towel	
3	Put disposable gloves on both hands	

STEP 2: CHANGING		
1	Lie child down on the change table	
2	Always keep a hand on the child to prevent falling	
3	Remove child's nappy and any other clothing with urine/faeces. (The child may urinate, so have a spare cloth handy).	
4	Use the front of the nappy to wipe off any faeces. Using wipes, clean the child's bottom and genital area.	
5	Use the tabs of the nappy to fold the nappy together in order to stop leakage and put in a hands-free lidded bin	
6	Place any soiled clothes (including a cloth nappy) in a plastic bag	
7	Hold child's legs up with your fingers between the ankles and gently lift the child's bottom, wiping front to back	
8	Remove your gloves turning them inside out and dispose in the bin (Do not let your skin touch the outer contaminated gloves)	

9	If nappy cream is required due to nappy rash, place on a new glove (check *Administration of Medication form* for authorisation)	
10	Administer child's nappy cream using your gloved finger to apply generously, dispose of gloves	
11	Open a clean nappy, with fastening tabs towards the top. Lift child's ankles and slip the nappy beneath their bottom	
12	Fold the front flap up, tuck it firmly around baby's waist and secure each tab. Ensure not to make the nappy too tight.	
13	Dress the child and wash the child's hands	
14	Remove infant/child from the change table and place in a safe/secure area with another educator	
15	Wash your hands	
16	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 detergent and warm water, rubbing with paper towel or a cloth, then rinse and dry.	
2	Educators are to dispose of paper towel in bin	
3	Educators will wash hands thoroughly as per *Handwashing Policy*	
4	At the end of each day, thoroughly wash the nappy change mat and nappy change area with soap and water. Allow the change mat to dry, preferably in the sun.	
5	Educators will check nappy change resources and refill as required • baby wipes • disposable nappies • bin liners • paper mats	
6	In the event of spills (urine, faeces, vomit), educators will wear gloves and use paper towel over the spill to soak in. • Remove the paper towel and solid matter and place in a plastic bag or alternative • Seal bag and place in bin • Clean the surface with warm water and detergent 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	• Educators must clean the bathroom and nappy change area prepared with an approved sanitiser, detergent and warm water or a detergent-based product 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

Note: 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

REVIEW OF PROCEDURE			
Date procedure created	07/06/2023	To be reviewed	April 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
April 2025	Procedure Reviewed, no changes		
07/06/2023	Procedure created		