

NAPPY CHANGING POLICY- TUI'S

Reference and Key Text

Licensing Criteria 2008, Health and Safety, Child Health and Well-Being documentation required:

- **HS3:** A procedure for the changing (and disposal, if appropriate) of nappies. The procedure aims to ensure:
 - Safe and hygienic practices; and
 - That children are treated with dignity and respect.
- **PF2:** There are nappy changing facilities of rigid and stable construction that can be kept hygienically clean. These facilities are located in a designated area near to hand-washing facilities, and are adequately separated from areas of the service used for play or food preparation to prevent the spread of infection. The design, construction, and location of the facilities ensure that:
 - They are safe and appropriate for the age/weight and number of children needing to use them;
 - Children's independence can be fostered as appropriate;
 - Children's dignity and right to privacy is respected;
 - Some visibility from another area of the service is possible; and
 - Occupational health and safety for staff is maximised.
- **PF26:** A procedure outlining how the service will ensure hygiene and infection control outcomes are met when washing sick and soiled children (related to clause 45(1)(a)(ii) of standard).

- ✚ Parents are to provide disposable nappies and wipes (flushable) for their child and any particular creams they want used on their child.
- ✚ Children who are attending permanently will have a locker where their nappies etc are stored. When nappies are running low a note is sent home requesting more.
- ✚ Children are changed on a regular two hour basis as well as whenever needed between nappy times.
- ✚ Children will be treated with respect and dignity during nappy changing.
- ✚ Nappy changing is the responsibility of a rostered staff member each week, with other staff assisting as needed.
- ✚ Each nappy change is recorded on a white board , by the rostered staff member, for parents to review when their child is picked up, with the time and type of changed nappy. A permanent paper record is kept with the signature of staff on duty that day and filed in Nappy changes folder for future reference.
- ✚ Three consecutive soiled nappies in a day (where diarrhea is suspected) usually means a parent is phoned to pick up their child.
- ✚ All nappy changing is done in the nappy room on the blue changing mats on the changing tables. Mats are wiped down between changes and sprayed with Triple

3 sanitiser (1:80) solution between soiled nappies. Nappy changing surfaces are cleaned with diluted (1:80) bleach solution or Janola wipes. (the spray bottles are kept on the changing table).

- ✚ Staff are to ensure older children use the steps to access the changing tables to help alleviate staff back pain.
- ✚ Staff must wear fresh rubber gloves when changing soiled nappies and discard them with the soiled nappy in the Sengenic nappy bin. Hands must be washed after removing gloves.
- ✚ If a staff member chooses to wear gloves when changing wet nappies their hands with gloves on should be washed between children. If not wearing gloves then hands must be washed between each change.
- ✚ Wet nappies and wipes are rolled together and discarded in the stainless steel rubbish bins. (Wipes are NOT to be put down the toilet).
- ✚ Nappy changing times are opportunity for each staff member to interact in positive ways with each child and build up relationships of caring and well-being.
- ✚ Parents are asked to send their child in a “dry” nappy.
- ✚ Any cloths used in the changing room are washed separately in the laundry by the person rostered on to that duty.
- ✚ Only permanent staff are rostered on to Nappy changing. New staff are rostered on once they have been at the Centre for a month. No relief staff or students will change nappies.

- Reviewed February 2003
- Reviewed July 2005
- Reviewed March 2006
- Reviewed March 2007
- Reviewed October 2007

- Reviewed May 2008
- Reviewed March 2010
- Reviewed January 2011
- Next review March 2012