1. Overview

The process involved in correctly changing a nappy.

2. Core components

The core components of the nappy changing procedure are:

- Identify correct procedures to follow when changing a child’s nappy

3. Definitions

Nil

4. Procedure

(a) Ensure that the supplies required are ready: gloves, plastic bags, baby wipes, clean nappy, paper.
(b) Place mat on floor for distressed children, when there is a risk of injury
(c) Encourage older/heavier children to climb up and down the stairs.
(d) Encourage walking children to walk to the changing area.
(e) Always wear gloves to change a nappy. Place paper on the change table, and place child’s bottom on the paper. Remove the nappy (and any soiled clothing) and place in a plastic bag. Clean the child’s bottom using nappy wipes and place these into the plastic bag as well. Remove paper and gloves and place them in the bag, which is then tied up and placed in the nappy bucket.
(f) Place the clean nappy underneath the child’s bottom, apply creams if necessary, using a glove which is placed immediately in the bin when finished with.
(g) Fasten the nappy, redress the child and remove them from the change table. Assist child to wash hands.
(h) Wet disposable nappies are placed into the bin, wet cloth nappies and pilchers are placed into the nappy bucket.
(i) Wash the nappy bench with warm soapy water.
(j) Wash your hands – scrub well. Dry with paper towel.
(k) Soiled cloth nappies and pilchers are taken to the laundry, the nappy liner is disposed of, the nappy and pilchers are rinsed and placed in the buckets. Wet cloth nappies are put into the buckets to soak, as is the nappy liner. Soiled disposable nappies are taken to the bin outside the laundry.

In line with Centre policies on the environment and sustainability, paper is only required to be used with soiled nappies only. Gloves are to be used with all soiled nappies, however when the nappy is only wet, staff are to use gloves when there is a risk of coming into contact with urine.

**PLEASE REMEMBER: NEVER LEAVE A CHILD UNATTENDED ON THE CHANGE TABLE.**

5. Training

5.1. Diploma of Children’s Services (Early Childhood Education and Care) or equivalent
5.2. Certificate III in Children’s Services or equivalent
5.3. Senior First Aid
6. Records
The following records shall be maintained:

- Attendance Sheets

All records must be retained in line with the current version of GDS20 and GDS23

7. Responsibilities

7.1. The Group Manager is accountable for:
   7.1.1. Overseeing the operation of the Centre in relation to meeting all desired outcomes

7.2 Managers and supervisors are accountable for:
   7.2.1. Ensuring staff follow procedures
   7.2.2. Ensuring all consumables purchased are in line with council WHS policy and procedures

7.3 Workers are accountable for:
   7.3.1. Ensuring procedure is followed correctly
   7.3.2. Maintaining their work environment in a safe condition and taking reasonable care to avoid adversely affecting the health or safety of themselves or any other person through any actions or omissions at work

8. Review

8.1. This Policy/Procedure shall be reviewed by the Whyalla City Council’s Executive Management Team, in consultation with workers or their representatives, at a minimum of Two (2) years of issue date, (or on significant change to legislation or aspects included in this procedure that could affect the Health and Safety of workers).

9. References

- Education and Care Services National Quality Framework
- National Quality Framework and Standards
- Staying Healthy in Child Care 5th Edition

10. Related documents

Documentation

All Policies, Procedures, Templates and Checklists are available on the Whyalla City Council’s Intranet, assistance can be provided by departmental administration to assist workers with access to the intranet.

11. History

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