Nappy changing procedure

Ensure all necessary supplies are ready before beginning a nappy change – remember to lift nappy bin lid or place bin lid on nearby bench top.

- Wash and dry your hands.
- Walk child to the change area; only lifting and carry children who are unable to use stairs.
- Carrying a child away from your body is only necessary if there are faeces on the child and/or their clothing.
- Lift and place the child onto the nappy change table, or assist them to safely walk up the stairs and lay on the table.
- Wear gloves when changing soiled nappies.
- Remove the child’s nappy and any clothes with urine and/or faeces on them. Place any wet/soiled clothing in a plastic bag and put in child’s bag.
- Clean the child using moist wipes.
- Remove your gloves before you touch the child’s clean clothes by peeling them back from your wrists, turning them inside out as you place them in the bin.
- Place new nappy on the child, wearing new gloves if applying nappy cream – remember not to double dip.
- Dress the child.
- Assist the child off the change table.
- Make sure the child follows hand washing practices after change using warm water and hand soap dispenser, dry off using own hand towel. For children in nursery rooms please use disposable wet wipes to clean child’s hands.
- Clean the change table with Germex and chux cloth.
- Wash your hands.
- Fill out the nappy change record.
NB: Ensure child is within hand reach at all times, making sure one hand is on the child at all times.

**Following guidelines to promote responsive care and communication during nappy changes**

**Communication**
Communication between educators and parents/guardians is important to ensure a consistent supportive and respectful approach to nappy changing/toileting procedures.

- Parents/guardians should supply adequate nappies and additional clothing to meet the child's needs whilst in care
- Educators and parents/guardians need to exchange information about children’s routines and their readiness for toilet training
- Educators should respect families' child rearing practices
- All educators need to be aware of any key words used by children for nappy changing/toileting practices

**Interactions**
All educators need to:

- Ensure a child is never left on a change table.
- Ensure the child is within hand reach at all times, making sure one hand is on the child if you’re visually turned away from the child.
- Ensure nappy changing is a comfortable situation that provides both dignity for the child and supervision of other children.
- Adopt relaxed routines for nappy changing/toileting practices.
- Offer positive encouragement.
- Foster children’s independence as much as possible.
- Respond calmly and appropriately to toileting accidents.
- Ensure that nappy changing and toileting experiences are positive and engage with the child throughout the process.

**Reference**
National Health and Medical Research Council *Staying Healthy in Childcare Fifth Edition* June 2013