

### **PURPOSE**

Our aim is to meet the needs of children by providing a clean, safe and hygienic place for nappy change. We believe that nappy routines are valuable opportunities to meet individual needs and develop a child's strong sense of wellbeing. When children's needs are met in a caring and responsive way a sense of trust and security is built.

### **SCOPE**

This policy applies to the Approved Provider, Staff, Educators, Students and Educators Assistants of the Clarence Family Day Care Service.

### **POLICY**

To ensure that nappy changing is a positive experience for children, educators should:

- use nappy changing as an opportunity for playful interactions with babies and toddlers, e.g. by engaging in one-to-one games and singing songs.
- talk to families about routines at home and incorporate these if possible, to ensure consistency and continuity.
- change nappies frequently to ensure babies and toddlers comfort, health and hygiene are maintained, after changing nappies this should be documented stating a time and description ie. soiled, dry, wet
- ask toddler to allow checking of their nappy in a positive way.
- explain to the child why they need their nappy changed.
- respect the dignity and need for privacy of each child.
- share information about nappy change while in care with the child's family.
- refrain from making negative remarks about the smell or mess.
- educators who engage Students in work placement may not at any time allow a student to change a nappy or take a child to the toilet by themselves, this is also applicable to any visitors of the service.

### **PROCEDURE**

To minimise risks and the spread of infectious diseases educators should:

- have an area set aside within the vicinity of hand washing facilities, for nappy changing which includes a change bench or mat, with an impervious washable surface which is cleaned with soapy water after each use
- wash hands
- place paper on the change service
- wear gloves on both hands every time
- place child on the change table/mat
- remove the child's nappy
- clean the child's bottom
- put the nappy, paper and gloves (wrapping the gloves around the nappy) into a hands-free, lidded bin
- put a new nappy on and dress the child
- wash your hands and the child's hands
- take the child away from the change table,
- clean the change table well, using detergent and water
- wash your hands (see Hand Washing Policy)
- never leave a child unattended on a change mat or bench.

### **Nappy Changing Facilities must:**

- be adequately stocked with all required materials and ready for use at all times.
- be age/developmentally-appropriate.
- be designed, located and maintained in a way that prevents unsupervised access by children.
- have hand washing and drying facilities accessible for use by the educator with safe and convenient access considered for children.
- Have 1 properly constructed and stable nappy bench or table together with a change mat that has an impervious, washable surface.
- include use of a step to facilitate children's sense of agency and minimise educator injury from lifting children on and off change tables.
- benches, change tables, change mat, handwashing sinks and taps, toilets and equipment are to be cleaned as required throughout the day and at the end of each day following the procedures and methods outline in part 3.4 Cleaning the education and care service (pg. 52-54) in Staying Healthy in Child Care 5<sup>th</sup> ed.
- have clearly displayed procedure posters for visual reference:
  - How to Wash Hands
  - Changing a Nappy without Spreading Germs.

### **Educator WHS: helping children on and off the change tables/benches safely**

Handling children can be hazardous manual handling and put educators at risk of injury. To minimize or eliminate risk of injury make sure:

- the nappy change area has adequate room and facilities to safely perform nappy changes
- safe systems of work, processes and procedures are in place (i.e. Encouraging mobile children to walk to the nappy change area and use of a step up to the change table).
- a stable change table/bench is used to minimize bending.
- a step for children to gain access to the change table is used to decrease the amount of lifting, reaching and twisting educators do when helping children on and off.
- there is a space underneath the change table for the educator's feet to be able to stand comfortably close while the children are being changed.
- there is sufficient access around the change table so the child can be changed from a front position with the child's feet facing the educator's stomach.
- supplies are within easy reach, reducing the need to repeatedly twist, bend or use an extended reach.

*"Early childhood educators risk injury when they bend, reach or twist to lift young children onto and off change tables" Work Safe Victoria.*

### **NATIONAL QUALITY FRAMEWORK**

<b>EDUCATION AND CARE SERVICES NATIONAL REGULATIONS</b>	<b>NATIONAL QUALITY AREA</b>	<b>NATIONAL QUALITY ELEMENT/STANDARD</b>
156,103,105,106,109,115.	2.	2.1,2.2.1,2.1.2,2.2,2.2.1,2.2.3

### **REFERENCE & RELATED INFORMATION**

- Education and Care Services National Regulation 2011.
- Public Health Act 1991 (NSW)
- Work Health and Safety Act 2011.
- Staying Healthy in Childcare, NHMRC 5<sup>th</sup> edition 2013.
- ACECQA, Toileting and Nappy Changing Principles and Practices, National Quality Information Sheet. [www.acecqa.gov.au/sites/default/files/2018-04/QA2\\_EffectiveToiletingand%20NappyChanging%20Procedure.pdf](http://www.acecqa.gov.au/sites/default/files/2018-04/QA2_EffectiveToiletingand%20NappyChanging%20Procedure.pdf)
- Work Safe Victoria, Lifting Children on and off Change mats. [www.worksafe.vic.gov.au/lifting-children-and-out-cots-and-highchairs-and-helping-them-and-change-tables](http://www.worksafe.vic.gov.au/lifting-children-and-out-cots-and-highchairs-and-helping-them-and-change-tables).