

# Nappy Change Procedure

## Preschool



<b>Eligibility</b>	This procedure applies to all Learning Links staff. The term staff includes volunteers, students and contractors.	
<b>Procedure</b>	<b>Step 1</b>	Wash your hands.
	<b>Step 2</b>	Place paper OR liner on the change table.
	<b>Step 3</b>	Put disposable gloves on both hands.
	<b>Step 4</b>	Remove the child's nappy and place any disposable nappy in a hands-free lidded bin. Place any soiled clothes in a plastic bag or wet bag. Cloth nappies should be placed in the child's wet bag/s as provided by families or in individual plastic bags.
	<b>Step 5</b>	Clean the child's bottom using disposable wipe/s.
	<b>Step 6</b>	Remove the paper and place it in a hands-free lidded bin.
	<b>Step 7</b>	Remove your gloves and place them in the bin.
	<b>Step 8</b>	Put a clean nappy on the child.
	<b>Step 9</b>	Dress the child.
	<b>Step 10</b>	Take the child away from the change table.
	<b>Step 11</b>	Wash your hands and the child's hands (*NB. For children who cannot stand at the sink themselves – use a clean nappy wipe to wipe the child's hands and then dispose of the wipe in the bin.
	<b>Step 12</b>	After each nappy change, clean the change table with Germex and wipe down with paper towel. Dispose of the paper towel in the bin.
	<b>Step 13</b>	Wash your hands.
	<p>Green Shading are the times you are required to wash your hands</p> <p>Red Shading are the times you are most likely to encounter germs</p>	
<b>Reference</b>	Nappy Changing Procedure is from <i>Staying Healthy in Childcare 5<sup>th</sup> Edition</i>	
<b>Review</b>	<p>This procedure and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.</p> <p>This procedure is owned by: Preschool</p> <p>Procedure Updated on: 19 December 2022 This version updated by: Director, Preschool Version No. 1.0 Version approved by: GM, Service Quality, Risk and Compliance This procedure can be viewed on: SharePoint and Preschool Website</p> <p>Procedure due for review: 19 December 2024</p>	