



Procedures for Changing Children

Rationale

Keeping educators' and childrens' high standards of hygiene is vital for everyone's wellbeing.

National Quality Standards

Regulations 77, 106, 109, 112, Education and Care Services National Regulations 2018.

Quality Area 2: Children's health and safety

At our Preschool:

- Each child's wellbeing and comfort is provided for
- Hygiene practices are promoted and implemented

Procedures for changing children – nappy or pull up on change table:

- Obtain clean nappy, pull up, clothes etc to enable the change for the child.
- Educator to inform another staff member that you are going to change a child in the disabled toilet.
- Have walking children walk to the change area.
- Gloves are to be worn when changing nappies, pull-ups or soiled underwear (provided near nappy change table in disabled toilet).
- Place paper towel or disposable change mat on the change table (provided near nappy change table).
- Remove nappy/pull ups and any soiled clothing.
- Clean the child using nappy wipes (provided near nappy change table).
- Place nappy wipes into the nappy bin with soiled nappy and gloves.
- Put on new nappy.
- Dress the child, or encourage the child to dress themselves (as possible).
- Wash your hands and the child's hands with soap and water (and/or alcohol free hand sanitiser).
- Remove child away from the change table.
- After each time the change table has been used to change a nappy, clean the change table with detergent and water, or disinfectant wipes, then dry.
- Educator to wash hands thoroughly with soap and water.
- Educator to record the change process.

**Do not move away from child on the table. Make sure all of the necessary items are within our reach first.*

For younger children/babies, keep hand on child at all times to prevent child from climbing/falling off the table.

Playgroup

Parents/caregivers attending playgroup to change their child as required.

Procedures for changing children – pull up or changing underwear/clothes:

- Obtain clean pull up, underwear, clothes etc to enable the change for the child.
- Educator to inform another staff member to have line of sight during the changing process.
- Direct child to a vacant cubicle in the children’s bathroom.
- Gloves are to be worn when changing pull-ups or soiled underwear (provided in the cupboard in the children’s bathroom).
- Encourage child to remove their soiled pull up/underwear/clothes by themselves before assisting.
- Encourage children to wipe themselves before assisting. Clean the child using wet wipes (provided in cupboard of children’s bathroom).
- Place soiled pull up in a plastic bag and put in nappy bin in disabled toilet. Place soiled underwear and clothes into a plastic bag (provided in cupboard of children’s bathroom). Place wet wipes into the toilet and gloves into the bin.
- Encourage children to dress themselves before assisting.
- Wash your hands and child washes their hands with soap and water (and/or alcohol free hand sanitiser).
- Tie plastic bag with soiled underwear/clothing to the outside of the child’s bag for families to wash at home.
- Educator to wash hands thoroughly with soap and water.
- Record change in ‘Toileting plans’ folder, ‘change of clothing / nappy record’ located in the preschool office. Notify families when collecting their child.

Policy review

Quality area 7: Leadership and service management

Revision Record

Version	Approved by	Approved date	Amendments
1.1	Governing Council	13 th March 2019	Change header and NQS year date

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Approved at Governing Council on (Date): _____

Approved by Principal: Cherie Collings _____

Approved by Governing Council Chairperson: _____

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