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NAPPY CHANGE POLICY

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Education and Care Services National Regulations 2011

Children (Education and Care Services) National Law Act 2010	
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
115	Premises designed to facilitate supervision
156	Relationships in groups

Introduction

Woden Early Childhood Centre (WECC) believes that providing a safe and hygienic place for changing children's nappies is a basic need that is important for children's comfort and happiness. We aim to ensure best practice guidelines are adhered to for nappy changing and toileting. Ensuring the area is hygienic, reducing the spread of infectious disease.

"Nappy changing, and toileting rituals are also valuable opportunities to promote children's learning, meet individual needs and to develop strong relationships with children. Having their needs met in a caring and responsive way builds children's sense of trust and security – which relates strongly to the Early Years Learning Framework". Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, pg. 67.

Scope

This policy applies to children, families, staff, management, volunteers and visitors of the Centre.

Goals

WECC will follow best practice guidelines for nappy changing to ensure the nappy changing area is hygienic and to reduce the spread of infectious disease. WECC aims to make the nappy change experiences a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting and positive relationships.

Children build their sense of trust and security by having their needs met quickly in a caring and responsive way.

For children having their needs met quickly and in a caring responsive way builds their sense of trust and security. Children also benefit from having the pleasant sensory experience of being free of a nappy and the comfort of having a fresh, dry nappy. It is also important to remember that the way that Educators react to soiled or wet nappies, toileting needs, and accidents give children powerful messages about themselves and their bodies.

Strategies

The Nominated Supervisor or Director will:

- provide adequate and appropriate hygienic facilities for nappy changing
- ensure nappy change facilities are designed and located in a way that prevents unsupervised access by children
- ensure that adult and children's hand washing facilities are located within the nappy change area
- consider access to children's hand washing facilities within the nappy change area
- consult the Building Code of Australia for requirements concerning nappy change benches (Centre-based services)¹
- ensure that the nappy change facilities are designed and maintained in a way that facilitates supervision of children at all times; having regard to the need to maintain the rights and dignity of the children
- implement policies, procedures and training with educators that ensure nappy change procedures support children's safety, protection, relationships and learning
- ensure that soiled clothing and soiled nappies are disposed of or stored in a location children cannot access
- ensure handwashing posters are displayed in bathrooms and nappy change areas
- consult the Building Code of Australia to ensure nappy change benches are compliant
- ensure nappy bins have a 'hands-free' lid
- ensure nappy change procedures remain compliant and current
- ensure documentation to record information about nappy changing and toileting is consistent and monitored
- implement policies, procedures and training with educators to ensure nappy change procedures support children's safety, protection, relationships and learning
- develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access.
- Ensure educators check nappies throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes.
- Ensure nappy bins are emptied once during the day and at the end of each day, or more regularly as required
- request families to provide additional change of clothes for children who are toilet training
- ensure nappy change table/mats are hygienically cleaned and kept in excellent condition at all times to reduce the spread of infection-no holes, cracks, creases provide information to families at time of enrolment about:
 - use of disposable nappies
 - procedures if their child develops or present with nappy rash
 - Administration of Medication authorization for application of products to treat nappy rash including prescription treatments or over the counter creams
 - Requests to provide adequate supplies of clothes for children who are toilet training
 - The importance of ongoing and open communication between educators and families about nappy changing and toilet training with their child.

Educators will:

- discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive
- be responsive to special requirements relating culture, religion or privacy needs
- provide information to families regarding children's nappy change patterns
- notify parents when their child's nappy supplies are running low to allow parents time to replenish their child's nappy stock (unless nappies are provided daily by the parents)
- utilise nappy change times to interact with children on an individual basis. The nappy change time will allow educators to converse, sing, play and generally interact with the child. This time allows educators and children to learn more about each other and understand each child's personality and personal strengths
- organise the nappy change area to promote positive interactions and promote positive learning experiences, e.g. place pictures or mobiles to stimulate children's interactions and to encourage learning
- request parents to supply a clean change of clothing for children who are toilet training
- assist the child to use the toilet
- assist the child to get dressed

- encourage children to flush the toilet
- encourage children, especially girls, to wipe front to back to reduce introducing bowel bacteria to the urinary tract
- encourage and assist children to wash and dry their hands thoroughly as per *Handwashing Policy*

If the child has soiled or wet their clothes:

- place soiled clothes in a plastic bag or alternative and keep these in a designated area for parents to take home-rinse any wet and/or soiled clothes
- wash their own hands after helping children use the toilet
- wear disposable gloves, paper towel, disposable cloths, detergent and bleach if necessary when dealing with spills – such as urine, faeces or vomit

Educators will maintain effective supervision at all times by:

- fully supervising and maintaining physical contact with children throughout the nappy change experience. No child will be left alone on a nappy change mat
- keeping nappy change areas fully stocked with all required materials at all times. Educators are responsible for maintaining the supplies to meet the needs of individual children. Supplies will be readily accessible to educators to ensure efficiency and the health and safety of each child
- encouraging the mobile children to walk to the nappy change area. Educators will assist the child to walk up the steps onto the nappy change bench to reduce repetitive movements by educators and to promote children's agency. Where a child is not walking, educators will follow manual handling practices to lift and carry the child to the nappy change mat
- practicing effective hygiene by utilising the 'Staying Healthy in Education and Care' practices when changing a nappy to reduce the spread of infection. These are:
 - wash hands
 - place paper towel on the nappy change mat
 - put on gloves
 - remove the nappy and place in the nappy bin
 - remove any soiled or wet clothing
 - clean the child's bottom
 - removes the paper towel and put it in the nappy bin
 - remove the gloves, peeling them back from the wrist and turning them inside out as they are removed. Dispose of the gloves in the nappy bin

¹ The National Regulations can be viewed at <http://www.legislation.act.gov.au/a/2011-42/default.a>

- place a clean nappy on the child
- if the child requires a specific cream (Appendix 1) to be applied:
 - place a clean paper towel under the child's bottom
 - put on clean gloves
 - place a suitable amount of cream on the glove and spread onto the child's bottom
 - remove the paper towel and place it in the nappy bin
 - remove the gloves and place in the nappy bin
 - dress the child
 - wash and dry child's hands
 - return the child to the play area
 - clean the nappy change mat and area with detergent and warm water
 - wash and dry hands

Meeting children's physical needs, nappy changing, and toileting are an imperative time for Educators to:

- consume one to one interactions with children, and to give them your full attention;

- build trusting and caring relationships with children;
- interact with children using verbal and non-verbal communication, and respond to children's communication;
- participate in age appropriate activities with children, such as singing, saying rhymes and doing finger plays;
- build children's understanding of what is happening by inviting them to the bathroom, supporting their capability to predict what will happen next in the routine
- help children begin to develop and extend their self-help skills, which includes handwashing and dressing and encouraging children to identify the feeling of accomplishment and gratification that come with this

All educators will carry out nappy changing, however at times if a student is required to carry out this as part of their practical requirements – they will be under constant supervision of a qualified Educator. Should a parent be in the bathroom helping their child a staff member must accompany any other children needing to use the bathroom at the same time.

Additional strategies

- nappy change bins will have a 'hands-free' lid where possible and be located out of children's reach, in a child proof cupboard where possible. Nappy bins will be emptied once during the day and at the end of each day. this may need to be done more regularly if there are soiled nappies
- educators will clean nappy change mats and areas after each use. They will be thoroughly cleaned with pH neutral detergent and water and paper towel after each change and once during the middle of the day and again at the end of each day. Nappy change mats will be placed in direct sunlight after being cleaned
- children's wet nappies will be changed at scheduled intervals as determined by the Nominated Supervisor and educators. If the child has soiled themselves, nappies will be changes as soon as possible and practical. Nappies will also be checked throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes (Standards 2.1.2 and 2.3.1).
- nappy change and hand washing procedures will be displayed visually and in community languages as appropriate in the nappy change area

Evaluation

Nappy change experiences are safe and hygienic. They are considerate of children's diversity and family practices. Children's learning and development is engaged by educators to ensure the experience is relaxing for both children and educators.

Related policies /documents

- *Cleaning and maintaining the environment*
- *Critical incident*
- *Medication administration*
- *Workplace health and safety*

Statutory legislation and considerations

- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Children (Education and Care Services National Law Application) Act 2010, Section 167
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard (3) ACECQA (2011)
- Australian Standard for storage and handling of hazardous chemicals and materials (AS 3780)

Sources and references

- Australian Children's Education and Care Quality Authority (2014)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015
- ECA Code of Ethics
- Guide to the National Quality Standard
- Staying Health in Education and Care (5th Edition)
- The NSW Work Health and Safety Act 2011 - www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx
- Storage and Handling of Dangerous Goods: Guidance – www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handlingdangerous-goods-1354.pdf
- Approved First Aid Qualifications – www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications
- Health and Safety in Children's Centres: Model Policies and Practices (2nd Edition) – www.community.nsw.gov.au/docswel/assets/main/documents/childcare_model_policies.pdf
- Changing a nappy without spreading germs – https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55h_nappy_changing_poster_130701.pdf
- Raising Children Network – www.raisingchildren.net.au
- Revised National Quality Standard

Policy Reviewed	September 2022	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Minor adjustments to Nominated Supervisor strategies • Additional information added to what educators will do • Sources and references checked • Added review table with modifications and updates • Minor wording edits • New format 	Sept 2022	Sept 2025
Policy Reviewed	August 2019	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Existing Policy 	Aug 2019	Aug 2021
Policy Reviewed	June 2017	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Existing Policy 	June 2017	July 2018
Policy Reviewed	June 2014	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Existing Policy 	June 2014	June 2017

Authorisation

Paul Halloran
President
2021-22WECC Management Committee

Woden Early Childhood Centre Authorised Nappy Creams

Safe Nappy Creams to use at WECC

The following creams DO NOT require a Chemist Label, Doctor's Letter, Communication/Risk Minimisation Plan or Medication Authorisation:

- Covitol
- Desiten
- KenKay Castor Oil & Zinc Cream
- Paw Paw Ointment
- Sudocrem

Unsafe Nappy Creams to use at WECC

The following creams CANNOT be applied at WECC under any circumstances due to their nut content (Almond Oil, Shea Butter, Peanut Oil):

- Am-o-lin (Almond)
- Bepanthen (Almond Oil)
- Curash (Almond Oil)
- David Craig Zinc and Castor (Peanut Oil)
- Herron Baby Zinc & Castor Oil Cream (Peanut Oil)
- Mumma and Baba Rituelle Barrier Balm (Almond Oil)
- Skin Basics Zinc & Castor Oil Cream (Peanut Oil)

If you use a different cream than the ones listed above, for the safety and wellbeing of our children, please ensure there is no nut content before bringing them to the centre.

Please note that we do not allow any baby powders as they can be a hazard if the child were to inhale the powder.

Thank You