The purpose of this operational policy is to ensure that children are treated with respect and that safety and hygiene are maintained.

**Position Statement**

The centre has procedures for nappy changing that:
- ensure each child is treated with dignity and respect
- avoid any risk of infection being spread
- ensure staff and parents / caregivers are aware of their responsibilities for nappy changing.

**Issue Outline**

Babies and toddlers need to be kept dry and clean for the maintenance of physical and emotional wellbeing. Changing nappies needs to be done in a way that keeps both caregivers and children safe while maintaining the child's dignity.

**Detail**

1. Children will be treated with respect and dignity at all time during changing times
2. Teachers acknowledge that changing times are important for one on one relationship building.
3. All nappy changing occurs in the nappy changing area. We keep one hand on the child being changed at all times. We wash and dry our between each nappy change, then clean the nappy changing surface with disinfectant that has .5% sodium hypochlorite in it. All nappies are disposed of in the special bin supplied.
4. In our centre the following people may change nappies: staff trained in nappy changing, the parents/caregivers of the child.
5. There is a schedule for nappy changing. All teachers are aware of children in nappies and ensures the children are dry and clean.
6. Our procedure for the changing and disposal of nappies is displayed near the nappy changing facilities and consistently implemented.
7. The person who changes a nappy records details of nappy changes on the nappy changing chart which is on the wall above the nappy changing table.
8. Staff receive training and reminders of respectful and hygienic processes.
9. Staff rinse soiled clothes and place them in a plastic bag ready for collection by parents. These are placed on a hook in the bathroom and the bag will have the child’s name on it. A notice will then be placed in the child’s pocket.

Procedure

1. Place paper towel from dispenser above the change table onto the change table each nappy change
2. Wash your hands before every nappy change
3. Ensure child/infant is not left unattended at anytime
4. If nappy is soiled wear gloves
5. Clean child/infant with their own wet-wipes then apply cream if cream is provided
6. Dispose of nappy in bin provided
7. Dispose of gloves and then continue to change child
8. Teacher to wash hands
9. Wash child/infants hands
10. Dispose of the paper towel in the nappy bin.
11. Spray changing area with diluted bleach solution (bleach solution to be made daily) and leave for 20-30 seconds before cleaning off, replace with a fresh towel from the dispenser.
12. Write time of nappy change on chart.

ALIGNMENT WITH OTHER POLICIES

- Laundry policy
- Health & Safety policies

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Child Health and Well-Being documentation required:

- **HS3**: A procedure for the changing (and disposal, if appropriate) of nappies. The procedure aims to ensure:
  - Safe and hygienic practices; and
  - That children are treated with dignity and respect.
- **HS30**: Children are washed when they are soiled or pose a health risk to themselves or others.
Impacts of Policy on Staff, Parents and Children

The policy contributes to Te Whāriki goal – wellbeing while ensuring that neither children nor adults are infected through the nappy changing process.

Implications and/or Risks for Hutt Hospital Childcare Centre

We avoid risk to the centre’s reputation and assure parents of appropriate and safe care for their babies and toddlers.

Implementation

The Manager checks regularly that all staff and parents comply with the policy, provides training where necessary and ensures records are kept and the area is kept hygienically.

Review

Review annually or when there is a significant change in the area of the policy topic.

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