



Nappy Change Policy and Procedure

Policy Statement

Staff at Mark Oliphant College Children's Centre aim to protect the health, safety and wellbeing of each child at all times in relation to nappy changing and toileting. To minimise the spread of infection educators, follow the nappy change procedure outlined in 'Staying Healthy in Childcare 6th Edition' (National Research and Medical Council 2024).

Supporting Evidence

See "[Changing a nappy without spreading germs](#)" poster (Staying Healthy in Child Care, 6^h edition, 2024).

Implementation

Nappy changes and toileting routines are incorporated into our daily rhythms and rituals, both at designated times and throughout the day to meet children's individual needs. Educators will communicate with parents to develop continuity between our Service and home in regard to their child's nappy change and toileting practices. Educators ensure children's dignity and rights are maintained at all times during nappy change and toileting. Educators must be responsive to special requirements related to culture, religion, or privacy. Educators will respect children's agency by respecting preferences and comfort, encouraging independence, explaining the process in age-appropriate terms.

Children who are in nappies or require a continence care plan will have their nappy changes or toileting recorded in the nappy change register (occasional care children) and individual toileting log (preschool children). This is available for parents to sight. Educators will monitor the progress of a child's toilet training and provide information to parents regarding their child.

Nappy changes are conducted within sight and/or hearing of another educator where practical to ensure appropriate supervision, support, and protection for both children and staff.

Educators prepare and disinfect the nappy change area each morning and between sessions

Preparation

1. Before changing a child's nappy, make sure you have everything you need within reach e.g.: disposable gloves, nappies, wipes, paper towel
2. Wash your hands with soap and water and dry thoroughly with paper towel
3. Place paper towel/sheet on nappy change mat
4. Put on disposable gloves on both hands

Changing

Encourage capable children to use the stairs and guide onto change mat. Lift children who are unable to use the stairs using correct manual handling techniques, always keep one hand on the child.

Nappy changes provide an opportunity for one-on-one interaction with children. Use this time to talk, sing and interact with children in a relaxed and positive manner.

1. Remove the child's nappy and put disposable nappy in the lidded nappy bin. Place any soiled clothes (including cloth nappies) in a plastic bag.
2. Using wipes clean the child's bottom and genital area





3. Hold child's legs up with your fingers between the ankles and gently lift the child's bottom, wiping front to back
4. Remove the paper towel and put it in the lidded nappy bin
5. Remove gloves turning them inside out and dispose in lidded nappy bin
6. Open a clean nappy, with fastening tabs towards the top. Lift child's ankles and slip the nappy beneath their bottom
7. Fold the front flap up, tuck it firmly around the child's waist and secure each tab. Ensure not to make the nappy too tight
8. Dress the child
9. Remove the child from the change table
10. Wash your hands and the child's hands

Cleaning

11. After each nappy change, clean the change table with detergent and water, then rinse and dry
12. Wash your hands

Working with families, health services & industry

Our Centre:

- Child enrolment records must include details of any special considerations for the child, such as: health, cultural or religious dietary requirements.
- Liaise with families regarding their children's healthcare needs, including any health-related dietary restrictions, medical conditions or allergies.
- Develop a risk minimisation plan in consultation with families of children with a specific health care need, allergy or relevant medical condition.
- Upon enrolment families will discuss their child's toileting needs.
- Families will provide nappies and wipes along with labelled changes of clothes.
- Educators will regularly consult with families regarding their child's specific needs and ensure continuity between home and the centre.
- Will display relevant information including nappy changing and handwashing procedures from Staying Healthy in Childcare in the nappy change and handwashing area

Related Legislation

- [Education and Care Services National Regulation](#)
 - Regulation 103 – Premises, furniture and equipment safe, clean and in good repair
 - Regulation 105 – Access to sufficient furniture, materials and developmentally appropriate equipment
 - Regulation 106 – Laundry and hygiene facilities
 - Regulation 109 – Toilet and hygiene facilities
 - Regulation 112 – Nappy Change Facilities
 - Regulation 115 – Premise designed to facilitate supervision
 - Regulation 155 – Interactions with children
- [Education and Early Childhood Services \(Registration and Standards\) Act 2011, Schedule 1 Education and Care Services National Law \(South Australia\)](#)





Sources

- [National Quality Standards](#)
 - Element 2.1.2
 - Element 3.1.1
 - Element 5.1.1
- ['Staying Healthy in Childcare 6th Edition' \(National Research and Medical Council 2024\)](#)

Revision Register

Version Number	Details of Changes Made	Date Issued
1	Policy creation	May 2011
2	Nappy bin, cleaning, soiled clothing - added	April 2015
	No changes required	April 2017
3	Hands-free, lidded bin - added	April 2019
4	Sources - added	November 2021
5	Removed hands-free lidded bin Added lidded nappy bin Regulations added	May 2024
6	Staying Healthy in Childcare 6 th Edition 2024 updated	August 2024
7	Updated to support new Child Protection rights	August 2026

