Procedures for Changing Children

Rationale

Keeping educators' and children's 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
- Children that wear nappies/pull ups have a *Continence Care Plan* that is filed in the 'Toileting' folder located near the first aid area
- Families are asked to supply nappies, pull ups, wet wipes, spare clothes, underwear and socks for their child.
- We have a collection of spare clothes and underwear that are given to the child when needed. (Educators notify preschool leader when our underwear supply is low)

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.
- Two Educators are to be involved in the changing process.
- Educators 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.
- Wash hands and apply gloves 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.
- After each time the change table has been used to change a nappy, clean the change table with surface spray, or disinfectant wipes, then dry.
- Educator to wash hands thoroughly with soap and water.
- Educator to record the change process in the 'Toileting' folder located near the first aid area.
- Refer to child's Continence Care Plan if/when the family needs to be contacted.

Do not move away from the 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

Families attending playgroup to change their child as required.

Procedures for changing children – pull up or changing underwear/clothes in the children's bathroom:

- Educators wash hands and 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 child to wipe themselves before assisting. Clean the child using wet wipes (provided in cupboard of children's bathroom).
- Place soiled pull up and wet wipes 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 gloves into the soft plastics bin.
- Encourage child to dress themselves before assisting.
- Wash your hands and child washes their hands with soap and water.
- 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' folder located in the first aid area or 'change of clothing record' located outside the children's bathroom. Notify families when collecting their child.
- Refer to child's Continence Care Plan if/when the family needs to be contacted.

Policy review
Quality area 7: Leadership and service management

To be reviewed: 2024