

 <p>Rotorua Childcare Centre Inc</p>	Policy
	Policy Category: HEALTH AND SAFETY
	Date Created: 17 August 2022
	Date Reviewed: 10 July 2024
	Policy Name: Nappy Changing Policy

The purpose of this operational policy is to ensure appropriate compliance with licensing criteria HS3.

Position Statement

Our centre has specific procedures for nappy changing so that there is no risk of infection being spread amongst children and staff and so that each child is treated with dignity and respect during nappy changing times.

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. Nappy changing occurs in the nappy changing. We keep at least one hand on the child being changed at all times. We wear and change disposable gloves between each nappy change, then clean the nappy changing surface with disinfectant that has 0.5% sodium hypochlorite in it. All nappies are disposed of in the special bin supplied. Hands are washed and dried when finished nappy changing and returning to other duties.
2. In our centre the people who may change nappies include Rotorua childcare centre staff trained in nappy changing and/or the parents/caregivers of the child.
3. There is a schedule for nappy changing. A teacher on wellbeing role regularly checks that the child is dry and clean.
4. Our procedure for the changing and disposal of nappies is displayed near the nappy changing facilities and consistently implemented.
5. The person who changes a nappy records detail of nappy changes on the wellbeing or nappy chart.
6. Staff receive training and reminders of respectful and hygienic processes.
7. Cleaning agents for cleaning the nappy changing area facilities are stored in the cupboard above changing area sink.
8. Staff rinse soiled clothes (wearing disposable gloves) and place them in a plastic bag ready for collection by parents.

Alignment with other Policies

- Laundry Procedure

- Washing Sick/Soiled Children Procedure
- Toileting Policy
- Child Protection Policy
- Teacher/Staff Safety Checking Policy

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 or adults are infected through the nappy changing process.

Alignment with the Philosophy of our centre

This policy is aligned with this centre’s philosophy.

Implications and/or Risks for our 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.

Authorised:	
Date:	
Review Date:	
Consultation Undertaken:	Storypark, notice boards foyer and staff room, emailed to RCC Board

