

# Playcentre Aotearoa's Nappy Changing and Disposal Procedure



Education (Early Childhood Services) Regulations 2008. Regs 46(1)(b)

**Licensing Criteria for Centre-based Education and Care Services 2008 (as amended May 2016):**

**HS3:** A procedure for the changing (and disposal, if appropriate) of nappies is displayed near the nappy changing facilities and consistently implemented.

**Documentation required:** 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.

Item	Procedure
<b>1.0</b>	<b>BEFORE</b>
1.1	Centres should ensure tamariki; <ul style="list-style-type: none"> <li>a) Have a right to privacy.</li> <li>b) Are safe and protected from abuse and neglect.</li> <li>c) Have reciprocal and responsive relationships that are fostered e.g. talking to the child about what is happening.</li> <li>d) Are encouraged to be as independent as possible; i.e. toileting, accessing changing area/table, dressing and drying themselves, deciding when nappies are changed.</li> </ul>
1.2	in the first instance the parent of a child requiring toileting assistance or nappy changing should take this responsibility.  If the child's parent is not available, as the attending adult - inform another adult when taking tamariki other than your own to the nappy changing area and ask that other adult to maintain line of sight while you attend to the child's needs.
1.3	<b>WASH AND DRY YOUR HANDS AND THE CHILD'S HANDS IF REQUIRED THOROUGHLY.</b>
1.4	Consider wearing protective gloves, particularly if you have any cuts/grazes/sores on your hands or lower arms.
<b>2.0</b>	<b>DURING</b>
2.1	<i>Do not leave the child unsupervised at any time in the nappy changing area.</i>
2.2	Remove the child's nappy and any soiled clothes. Ensure child is secure and will not fall/be able to access items unsafe to them.
2.3	Place any solid waste into toilet.
2.4	If the nappy is disposable, place soiled nappy in a plastic bag, or other hygienic option for disposal. Dispose of the soiled nappy
2.5	If a cloth nappy and/or if there are any soiled clothes, place in a plastic bag or another hygienic option for transporting home.
2.6	Clean the child. Wash the child using the child washdown procedure if required.





2.7	Dispose of paper towels and protective gloves in the rubbish bin or put washable towels [ ] for laundering as per the <b>Laundering Procedure</b>
2.8	Dress the child
<b>3.0</b>	<b>AFTER</b>
3.1	Consider wearing protective gloves to wash area.
3.2	Clean the change mat using detergent, warm water and paper towels/reusable individual use towels.
3.3	Disinfect the change mat using the designated bleach or approved solution and paper towels/reusable individual use towels.
3.4	Clean the bleach/solution from mat using water and paper towels/reusable individual use towels.
3.5	Dispose of the paper towels and protective gloves in the rubbish bin or put reusable individual use towels [ ] for laundering as per the <b>Laundering Procedure</b>
3.6	<b>WASH AND DRY YOUR HANDS AND THE CHILD'S HANDS IF REQUIRED THOROUGHLY</b>

## GUIDELINES

- Centres should ensure that there is a safe and stable nappy changing facility that;
  - Can be kept hygienically clean.
  - Are near handwashing facilities.
  - Are adequately separated from areas of the service used for play and food preparation to prevent the spread of infection.

**Ref: Licensing Criteria for Centre-based Education and Care Services 2008, PF25**

- Centres should have procedures of how potties are stored/ used/ cleaned.  
**Ref: Licensing Criteria for Centre-based Education and Care Services 2008, HS3**
- There has been an increased interest in the use of 'green', 'eco' or 'organic' cleaning products in ECE settings. Be aware that many of these products are suitable only for cleaning surfaces by removing dirt, grease and grime, and not for disinfecting surfaces to kill disease causing germs. For areas requiring disinfecting it is recommended to use a hypochlorite (bleach) based or another more appropriate disinfectant.
- Where reusable individual use towels are chosen by a centre used towels must be kept separate from clean towels and they must be washed separate from other laundry, in a hot wash to thoroughly disinfect them.

## REFERENCES

Playcentre Aotearoa's Health & Safety Policy

Playcentre Aotearoa's Child Protection Policy

Education (Early Childhood Services) Regulations 2008, HS3

Ngā Kupu Oranga Healthy Messages – a health and safety resource for early childhood services

