REQUIRED FOR LICENSING

Nappy changing and disposal procedure

TO BE DISPLAYED AT CENTRE

Licensing criteria for Early Childhood Education and Care Centres 2008 (as amended 20 April 2026): HS103, PF120

ALWAYS ENSURE THAT TAMARIKI

- Have the right to privacy
- Have their nappies changed in a designated nappy changing area near to handwashing facilities and separated from play areas
- Are protected from abuse and neglect
- Have reciprocal and responsive relationships fostered e.g. talking to the child about what is happening.
- Are encouraged to be as independent as possible i.e. toileting, accessing changing area/table, dressing and drying themselves, deciding when nappies are changed.

In the first instance, the parent or caregiver of a child who requires toileting assistance or nappy changing should take responsibility for this.

If the parent or caregiver is not available, the attending adult **must** inform another adult before assisting the child, ensuring the second adult maintains line of sight supervision while the child's needs are attended to.

Step	Procedure
1.0	Thoroughly wash and dry your hands and the child's hands if required
1.1	Consider wearing protective gloves, particularly if you have any cuts/grazes/sores on your hands or lower arms and/or if available, a disposable sheet can be placed on the change mat to help with hygienic practices.
2.0	• Do not leave the child unsupervised at any time in the nappy changing area. • Ensure child is secure and will not fall/be able to access items unsafe to them.
2.1	a) Remove the child's nappy and any soiled clothes. b) Clean the child. (Follow child washdown procedure if required.) c) Dress the child.
3.0	Place any solid waste into toilet
3.1	Soiled disposable nappies are to be placed in a bag for either disposing at the centre in an external rubbish bin or taken home for disposing. **Dispose of the soiled nappy in/by:** Soiled cloth nappies can be put in a bag and must be kept safely out of children's reach then taken away at the end of the session for washing at home.
3.2	If no disposable sheet was used, a) If necessary, clean the change mat using detergent, warm water and paper towels or reusable individual use towels. b) **Disinfect the change mat** using the designated bleach or approved solution and paper towels/reusable individual use towels. Hospital grade disinfectant wipes may also be used. c) **Thoroughly clean the bleach/solution from the mat** by using water and paper towels/reusable individual use towels. d) Dispose of paper towels/protective gloves/disinfectant wipes/disposable mat sheets in the rubbish bin **or** put reusable individual use towels for laundering as per the Laundering Procedure
4.0	Thoroughly wash and dry your hands and the child's hands if required

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GUIDELINES

1. Centres should have procedures for how potties are stored/ used/ cleaned.
2. 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 appropriate disinfectant.
3. 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 Health & Safety Policy
Playcentre Aotearoa Child Protection Policy
Education (Early Childhood Services) Regulations 2008. Regs 45, 46(1)(b)
Licensing Criteria for Centre-based Education and Care Services 2008 (as amended April 2026): HS103, PF120
Ngā Kupu Oranga Healthy Messages – a health and safety resource for early childhood services