



Melrose Rural Care

Nappy Changing Policy

1. Staff member needs to wash their hands.
2. Lift child onto change table using manual handling principles. If child is able to walk, use steps provided.
3. Lay child onto change mat provided and explain procedure and talk to child.
4. Staff member is not to leave child unattended at anytime whilst on the change mat.
5. Staff member to assemble clean nappy, wipes, Cream (if provided by parent), nappy disposal sack and gloves. Staff member to place gloves on and remove child's trousers/shorts etc.
6. Staff member needs to then undo the nappy tabs/or pins and remove nappy and it's contents, the nappy should be then placed in the disposal bag. Then proceed to wipe the child's nappy area with the wipes provided. Cream must be applied if instructed by parent.
7. Staff need to take note of skin integument and document and report to parent as required. Gloves

need to be removed and placed in nappy disposal bag. Staff member needs to then place clean nappy on child and fasten tabs. Replace clothing and wipe child's hands if they are too young to wash them. Assist child off the change mat or down the steps.

8. If child is able to, he or she needs to be directed or assisted to wash their hands and redirected to play area.

9. The nappy sack needs to be tied up and disposed of into the outside wheelie bin.

10. Staff member needs to thoroughly wipe mat with spray provided and a disposable towel, and then discard.

11. Staff member needs to then wash their hands. Documentation of nappy change needs to be added to the child's day sheet.

12. The mat needs to be scrubbed at the end of every day using disinfectant cleaner and hot water. The mat needs to be left to dry overnight on sink to air dry.

Director.....

8/05 To be reviewed 8/06. Reference: @ MELC
Staff discussion post professional reading (TAFE- Care of Babies)