



## Challa Gardens Preschool

### Nappy or Soiled Clothes: Changing Procedure

#### **Child wearing nappies/pull ups**

- Educator to inform a colleague that they are entering the change area with a child
- Take child's backpack with them into the change area
- Wash hands with soap and water
- Staff to wear disposable gloves
- Remove clothes/nappy/pull up
- Bag nappy and put into the bin in the change area
- Clean child with wipes
- Replace with clean nappy/pull up and clothes
- Support child down steps and to children's basin wash hands with soap and water
- Clean and disinfect change table with Disinfectant spray wipe
- Educator to wash own hands with soap and water
- Record on "Changing Soiled or Wet Children" chart in change area

#### **Child wearing underwear**

- Educator to inform a colleague that they are entering change area with a child
- Take child's backpack with them into the change area
- Staff to wash hands with soap and water
- Staff to wear disposable gloves
- Encourage independence while child takes off soiled clothing
- Clean child with wipes
- Support child to dress themselves and wash their hands at children's basin
- Bag soiled clothes, write the child's name on it & place into child's bag
- Clean and disinfect change mat with Disinfectant spray and paper towels
- Return change mat to the change table
- Educator to wash own hands with soap and water
- Record on "Changing Soiled or Wet Children" chart in change area

#### **If a child has soiled themselves in the toilet:**

- Staff member to wash hands with soap and water 1<sup>st</sup>, then wear disposable gloves
- If appropriate and respectful, support child to go to the change area
- If not, lay the change mat on the ground and follow procedure as above
- Clean as above

#### ***If we are running low on items in the change area:***

1. Re-stock from the cupboard in the laundry
2. Tell the administration officer - either in person or via email

