

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To make sure every diaper change is done the same safe and hygienic way, so infections don't spread, the child is never left unattended on the change table, and every change is recorded for families.

Scope

Every diaper (nappy) and soiled-clothing change for children at the service, in every room and on excursions. It applies to every educator, student and volunteer who changes children.

Responsibilities

Role	Responsibility
Educator changing the child	Follows each step, talks with the child throughout, and records the change.
Room leader	Makes sure the change area is stocked and cleaned, and that changes happen at the set times and whenever needed.
Person in charge	Trains staff on this procedure, checks the records, and follows up any concern about a child's skin or wellbeing.
Families	Supply diapers and any cream, and give written authority for creams to be applied.

Definitions

Cleaning: Removing visible dirt with detergent and water. It must be done before disinfecting, or the disinfectant won't work.

Disinfecting: Killing germs on a cleaned surface with a disinfectant, left on for the contact time on its label.

What you need

- A change table with a raised edge and steps, or a safe way to lift the child
- A washable change mat, intact with no splits
- Disposable gloves, wipes and paper towels
- A clean diaper and spare clothes for the child
- A lidded, foot-operated bin lined with a plastic bag
- Detergent, disinfectant and a sealable bag for soiled clothes
- The diaper change record

Procedure

1. Prepare before you bring the child

Wash your hands. Lay out everything you need within reach, put paper on the mat if you use it, and check the child's records for creams or anything their family has asked for.

2. Put on gloves

Put on a new pair of disposable gloves.

3. Bring the child to the change table

Encourage an older child to climb the steps, holding them steady, or lift the child using a safe lifting technique, close to your body. Talk with the child about what you're doing.

Caution: Never leave a child alone on the change table, even for a moment. Keep one hand on the child at all times.

4. Remove the diaper and clean the child

Fold the soiled diaper inward and put it straight in the bin. Clean the child from front to back with wipes, using a new wipe each time, and put the wipes in the bin.

5. Check the child's skin

Look for redness, rashes or broken skin. Apply cream only if the family has given written authority for it.

Caution: Tell the person in charge straight away about any bruise, mark or injury you can't explain, and follow your child protection procedure.

6. Remove your gloves

Peel off your gloves, turning them inside out, and put them in the bin. Wipe your hands if you can't wash them yet.

7. Put on a clean diaper and dress the child

Fasten the clean diaper and dress the child. Put any soiled clothes in a sealed bag to go home, without rinsing them.

8. Wash the child's hands and return them to the room

Wash the child's hands with soap and water, or help them to, and take them back to the room or a colleague.

9. Clean and disinfect the change area

Remove the paper, clean the mat with detergent and water, then disinfect it for the contact time on the label. Dry it before the next child.

10. Wash your hands

Wash your hands with soap and water, and dry them with a paper towel.

11. Record the change

Write the time, whether the diaper was wet or soiled, any cream applied, anything you noticed, and your initials on the change record. Tell the family at pick-up about anything unusual.

Records

- The diaper change record for each child, every change, shared with families.
- Written authority from families for any cream applied.
- Incident records and child protection notes for any concern about a child's skin or body.
- The cleaning record for the change area.

Related documents

- Hand hygiene and infection control procedure
- Child protection procedure
- Childcare center cleaning checklist
- Medication administration procedure (for medicated creams)

Revision history

Version	Date	What changed	Approved by