



Nappy Changing Procedure

We recognise that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed within our setting regardless of their progress towards being fully toilet trained.

The following policy outlines procedures and considerations for nappy changing or when changing a child who is not fully toilet trained. We view toilet training as a self-care skill that children will have the opportunity to learn, with the full support and non-judgemental concern of staff. Hygienic nappy changing practice and effective decontamination of equipment and the environment is vital to reduce the risks of transmitting infection to children and staff. This guidance is also relevant when attending to a child who requires a change of clothing.

Throughout this guidance the term '*parents*' is used to include all main caregivers.

Staff should ensure children feel safe and secure throughout the activity and that they are respected and valued as individuals. Children have a right to privacy and dignity when their needs are being met and staff should ensure this is maintained at all times. The quality of the child's experience is paramount during this time. Nappy changing should be a nurturing experience and can play an important part in the process of building a positive relationship between the adult and child. Staff should make eye contact with the child, communicate with the child and offer praise and encouragement throughout the experience. Staff should ensure that nappies are changed regularly throughout the day and promptly after soiling.

A record will be kept by the staff member of changing times and any observations such as nappy rash or loose movements etc. This information should be shared with the parent when the child is collected.

All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

Prior to changing a child's nappy, ensure the following is in place:

- The changing mat is cleaned with hot soapy water and dried with a hand towel (do not use mat if torn or broken)

Before changing a child ensure the following is readily available on the Changing Trolley:

- Check trolley is stocked, nappies, nappy sacks, wipes, plastic bags, PPE - gloves, aprons, masks

- PPE for staff – (aprons and plastic gloves)
- A clean nappy (disposable or non-disposable)
- Water-based disposable wipes
- The child's own tub or tube of barrier cream if required. (**do not use shared tubs or tubes of barrier cream**)
- Plastic bags (or nappy sack) to be **doubled up**
- The child's spare clothes or other spare clothes (kept in drawers)

Ensure the following sequence is followed for every change:

- **Wash your hands.**
- Put on PPE. (Apron and plastic gloves, face mask optional)
- Remove the used nappy and dispose into a **double bagged** nappy sack or plastic bag, tie the bag securely (nappy can then be disposed in the nappy bin - small silver one!)
- If a child uses reusable nappies, dispose liner and contents down the toilet and place nappy in a double layered tied bag and label with child's name. (then placed in their pegs)
- Gently clean the child's bottom using disposable wipes.
- Ensure that mat is kept clean throughout procedure
- Place dirty gloves, wipes, apron and nappy into the double bagged plastic bag.
- Check for nappy rash if the child has a rash inform parent on the incident form.
- **Wash your hands**
- Use the child's own barrier cream if necessary.
- (new gloves should be used to apply cream if required)
- Put on a clean nappy.
- Dress the child.
- Get the child to wash their hands.
- Take the child back to the play area.
- Remove nappies and waste to the outdoor bin or for reusable nappy, the bin in the cleaner's cupboard
- Clean the baby-changing mat with hot soapy water.
- Wash your hands
- **Complete toilet record book** with child's name, the date, the procedure followed and sign. At the end of the session, ensure the parent receives the slip and signs for it.

It will be the responsibility of Sophie Startin to ensure that new or temporary staff are familiar with these procedures and to monitor that they are being implemented by all staff. This will be achieved by regularly inspecting the changing area for cleanliness and supplies and ascertaining whether the appropriate records are being maintained and parents kept informed. To aid the consistent implementation of this policy, a flowchart of steps to be followed when nappy changing will be displayed within the changing area and also within the playroom for parental information.

See also:

Infection Control Policy
 Child Protection Policy
 Health and Safety Policy