



Tel. 07876 260780

**Session times only**

[info@mvns.co.uk](mailto:info@mvns.co.uk)

[www.mvns.co.uk](http://www.mvns.co.uk)

Milland Memorial Hall  
Iping Road  
MILLAND  
Nr. Liphook  
West Sussex  
GU30 7NA

## 44. Nappy Changes and Toileting

---

### 44.1 Nappy Change Policy: Aims

Our nursery's aim is to minimise the spread and risks of infectious diseases between children and staff by ensuring changing and disposal of nappies is conducted in an efficient way according to recommended guidelines. We aim to always ensure dignity and privacy of the child being changed/toileted.

### 44.2 Nappy Change Policy: Our Practice

In majority of cases, children must be changed on the nappy change table found in the main bathroom of the hall. Exclusions to this will be children who are too big and it is not safe to lift.

Members of the staff are to ensure that they have the child's belongings from child's bag on hand before placing child on nappy change table.

A child on the nappy change table is to be supervised at all times and never left alone.

Disposable gloves are to be worn for ALL nappy changes.

Extra care should be taken for pregnant women when changing children's nappies.

If a child is too big for the table and are being changed in the hall, the child will be changed using a screen in the main hall on the floor so that child can maintain privacy.

### 44.3 Nappy Change Policy: Changing Nappies

#### **Soiled Nappies**

1. Wash hands.
2. Disposable gloves and aprons are to be worn.
3. Remove nappy.
4. Place disposable nappy in plastic bag for disposal.
5. Place soiled cloth nappy or soiled clothing in plastic bag.
6. Clean bottom with disposable wipes provided and place in plastic bag.
7. Remove gloves by peeling from the wrist down and place them into plastic bag with the apron. Seal bag.
8. Put on clean nappy and dress child in appropriate clothing.
9. Remove child from the change table.
10. Wash child's hands, at the sink or with a clean washer.
11. Place nappy in appropriate rubbish bin.
12. Disinfect the change table.
13. Wash hands.



Tel. 07876 260780

**Session times only**

[info@mvns.co.uk](mailto:info@mvns.co.uk)

[www.mvns.co.uk](http://www.mvns.co.uk)

Milland Memorial Hall  
Iping Road  
MILLAND  
Nr. Liphook  
West Sussex  
GU30 7NA

**Wet Nappies**

1. Wash hands.
2. Gloves to be worn.
3. Remove wet nappy.
4. Clean bottom with wipes.
5. Disposable nappies are to be folded securely and placed in the nappy bag.
6. Place clean nappy on child.
7. Remove child from change table.
8. Wash child's hand at the sink or with a clean washer.
9. The nappy bag to be placed in the child's tray.
10. Wash hands

Cleaning change table after each nappy change

1. Spray nappy change table with antibacterial spray.
2. Wipe table with paper towel.
3. Wash hands.

**Cleaning Bathroom**

1. Nappy change table and door handles are to be wiped with antibacterial spray at the end of each session.
2. Sinks, taps and other handle are to be cleaned with antibacterial spray at the end of each session.
3. If a child has diarrhoea the nappy change area is cleaned as detailed previously.
4. Potties are to be rinsed after each use.
5. Potties/toilet are to be sprayed with antibacterial spray and wiped with paper towel at the end of each session.
6. Wash hands.

**44.4 Nappy Change Policy: Toilet Training**

We aim to help families ensure toilet training goes as smoothly as possible while eat nursery.

We can offer guidance, though we will strive to always keep to routines, where possible that children are being offered at home during their toilet training journey. Children may bring their own potties/toilet seats if this provides continuity.

**Toileting Accidents**

When a child has an accident in the hall, staff are made aware, and the area will be cleaned appropriately.

The child will be taken into the bathroom sto be cleaned and changed

1. Wash hands.
2. Gloves to be worn.
3. Remove soiled clothes.
4. Wet clothes can go straight into a nappy sack.



Tel. 07876 260780

**Session times only**

[info@mvns.co.uk](mailto:info@mvns.co.uk)

[www.mvns.co.uk](http://www.mvns.co.uk)

Milland Memorial Hall  
Iping Road  
MILLAND  
Nr. Liphook  
West Sussex  
GU30 7NA

5. Soiled pants, where we can, we will empty into the toilet placing into a nappy sack.
6. Clean bottom with wipes.
7. Re dress the child.
8. Wash child's hand at the sink or with a clean washer.
9. Soiled clothes are to be placed into the child's bag.
10. Wash hands

**Cleaning areas after a toileting accident**

1. Spray nappy change mat or floor with antibacterial spray.
2. Wipe table with paper towel.
3. Wash hands.

#### 44.5 Nappy Change Policy: Record Keeping

Nappies and toileting accidents are to be recorded on the laminated sheet on the door. Staff then need to record the nappy change/accident on the child's care diary on tapestry.