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**NAPPY CHANGING PROCEDURES**

These procedures are to ensure the safety of both the children in our care and the Nursery staff.

• A child’s nappy should be checked on arrival at the nursery. If necessary it should be changed immediately. If it does not need to be changed the time checked should still be noted on the nappy changing chart. •

All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon.

All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or BM (bowel movement), time of nappy change and initialled by the member of staff.

• A child should be changed immediately if they soil their nappy or it becomes wet.

• Only staff with a valid DBS check will be permitted to change nappies.

• When changing a nappy, staff members are welcome to wear a wipe clean apron (which must be wiped after every change or nappy), gloves are available if required (these must be changed after every change of nappy)

• Please wash hands after every nappy change.

• Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children. After use staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately.

• Children need to wash their hands after using the potty.

• Respect the parent/carers choice of nappies for their child by ensuring you are using the correct make and size of nappy. Only nappy creams brought in by the parent/carers for their own child may be used on the child. Staff must record when a child is sore and cream has been applied. In case of an emergency, the nursery will have a pot of antiseptic cream to apply to children who are sore and the parent has given permission to apply the cream. To prevent cross infection a spatula must be used to apply the cream and washed after use.

• Should a member of staff have any concerns about a child they should follow the child protection procedures.

• The changing mat must be disinfected with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe it dry with a paper towel before changing the next child.

• Children must never be left unattended. Whilst having their nappy changed.

• All nappies and wipes must be put into nappy sacks and disposed of in the bin provided. If used all aprons and gloves must be put into nappy sacks and disposed of in the correct bin provided.

• At the end of the day, or if the bin becomes full, the nappy bags need to be taken outside and placed in the big bins.

• Wash nappy bins on a Friday and leave to air by not replacing a bin liner and lid over the weekend.

• Soiling – if a child has a wetting accident, the soiled underwear needs to be placed in a nappy sack and then into the child’s bag or on their peg immediately. Any child having a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the toilet area until parent collects explain to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately in the yellow sack. The same procedure applies with any garments soiled with blood.

**The use of aprons and gloves**

Wipe clean aprons are available to use. When used these must be cleaned with antibacterial wipes after every use.

Gloves are also available. These must be changed after every change. When disposing of the gloves, these can be placed into a nappy sack and put in the nappy bin.

You must wash your hands after every change of nappy. These must happen once you have changed the child completely and put their bag in a place that other children cannot access it.

**Procedure for changing a nappy**

Wash hands before starting any nappy changing

Get the child changed and clothes if removed, the child to be dressed again

Wipe down mat with anti bacterial wipes (these can be disposed of in the nappy sack) If using the apron, this must be wiped down with anti bacterial at this point. If using gloves please dispose of in the nappy sack.

Use the anti bacterial hang gel

Put the child’s bag out of reach of other children (on the other side of the gate)

Put the double bagged nappy in the nappy bin in the toilet area.

Wash hands thoroughly in the bathroom. Using soap and water. Dry hands using the hand dryer or using a towel (each member of staff will have their own towel to use)

Replace child’s bag in their individual box.