** CAPEL PRE-SCHOOL** Reg Charity No: 271366

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**Nappy Changing Policy**

* If a child is in nappies/pull ups these will be changed as necessary
* The childs needs will be discussed with their parent/carer and each childs needs treated individually.
* Parents must provide adequate supplies of nappies/pull ups, wipes and spare clothes. These items will only be used for that child.
* We will provide nappy sacks .
* We will provide clothes if necessary and parents are asked to wash and return these as soon as possible.
* With prior discussions and permission from parents we will apply nappy cream which must be provided by the parents and be named.
* We will use our changing table situated in the accesible toilet. Staff will unclip the steps and hold them down with their foot to enable the child to climb up safely.
* Staff will wear gloves and aprons to change nappies/pull ups.
* Potties and toilet seats are available when the child is ready to move on from the changing mat. Pull ups can be changed in the toilets if the child wants to sit on the toilet/potty.
* All nappy and clothing changes will be recorded in our duplicate book. Details recorded will include childs name, date, time, reason for change e.g spilt drink, water play, soiled nappy, signed by staff that changes child. A copy will be put in the childs box and a copy retained by Pre-School.
* All used nappies/pull ups will be disposed of in the nappy bin in the accesible toilet which is emptied at the end of the session or sooner if necessary.
* The changing mat will be cleaned with antibacterial spray after each use.

Procedures

Staff must always adhere to the following produres:

* During the nappy change staff will interact with the child, talking about their day, singing, counting etc.
* Make sure you are organised before they start.
* The door must be open
* Before going to change a child the staff member will notify another member of staff put on new gloves and apron for every child
* help the child onto the mat
* will remove the childs nappy and dispose of in the bin provided
* clean and dry the child using the appropriate products as agreed with the parent.
* make sure that when changing a boys nappy ensure they clean under his little bits and with girls they will make sure that all creases are cleaned.
* If requested by the parent apply nappy cream, which must be supplied by the parent.
* put on a clean nappy. The child may need a new set of clothes, either their own or Pre-Schools.
* help the child down from the changing table.
* help the child to wash their hands.
* Once the change is complete the member of staff will take the child back into the main hall and inform others they are back
* return to the accessible toilet and clean the mat with antibacterial wipes and paper towel, remove gloves and apron and put them in nappy bin.
* wash their hands thoroughly
* The member of staff will record the nappy change in the duplicate book and put one copy in the child’s box.

Policy adopted Spring 2021

Date to be reviewed: Will be reviewed bi-annually or earlier if necessary

Signed on behalf of management committee

Alison Smith

Name of signatory ALISON SMITH

Role of signatory (e.g. chair) Administrator

This policy will be reviewed in Spring 2023