

# Nappy Changing Policy

## Reviews and Amendments:

- |               |                                |                    |
|---------------|--------------------------------|--------------------|
| • Implemented | 02 <sup>nd</sup> January 2013  | Laura Leigh Wayman |
| • Reviewed    | 16 <sup>th</sup> August 2013   | Laura Leigh Wayman |
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| • Updated     | 05 <sup>th</sup> October 2015  | Laura Leigh Wayman |
| • Updated     | 18 <sup>th</sup> February 2016 | Sara Bradley       |
| • Reviewed    | 10 <sup>th</sup> March 2017    | Carla Gibson       |

# Child's Play Private Nursery Ferryhill

## Policies and Procedures

### Nappy Changing Policy

Child's Play Nursery has a strict nappy changing policy in place. **Toileting training-** advice and support is given to every child and family. We work closely with each family in order to best promote this so that there is continuity in promotion at the child's home as well as at the nursery. We only do this when the time is right for each individual child. **Records-** staff fills in a daily nappy changing form to log every nappy change. This is then fed back to parents/carers at the end of the day. **Checks-** staff will check children's nappies periodically to ensure that they are not in a wet or soiled nappy.

### Procedure

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, and cream if necessary. Children have a named box or bag for their individual items and spare clothes in case of accidents.
- Put on gloves and apron. Staff should use a new set of gloves and apron for each nappy change.
- Place the child on a nappy changing mat.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should rinse them only in the laundry room or wet area hand-basin. You should deal with all laundry in a separate, dedicated facility. You should wash all soiled linen separately on the hottest setting that the fabric will tolerate. Always wear personal protective equipment when you are handling soiled linen.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- Put on a clean nappy and apply cream if necessary. Take off the gloves and apron and place them in a pedal operated bin. Dress the child.
- Help the child to wash their hands if this is age appropriate, using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels, or anti-bacterial hand gel
- Take the child back to the room.
- Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.
- Nappy chart must be filled in immediately after every change or check.
- Nappies should be **changed a minimum of every 3 hours**
- **Home time:** every child's nappy should be checked to say it's dry upon the parent's arrival, and changed if required. This final check must be logged immediately.

### Items needed – advice from HPA

- Pedal operated/ hands free bin specifically for nappy disposal

- Yellow bags for clinical waste
- Nappy changing mat / nappy changing unit.
- Steps if needed.
- Box for each child's nappies wipes and so on
- Spare clothes
- Screen if needed to ensure privacy or sign on door
- Disposable aprons
- Disposable gloves
- Nappy sacks
- Anti bacterial spray
- Paper towels
- Liquid soap
- Pedal operated bin for paper towels

The following information has been taken from the Health Protection Agency Guidance on Infection Control in Schools and Early Years Settings (April 2010). To download this document go to the HPA website [www.hpa.org.uk](http://www.hpa.org.uk)