



Nappy Change Policy



PRINCIPLES

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Babies and toddlers will have their nappies changed according to their individual needs and requirements by their key worker wherever possible.

Information will be shared between parents and key person about nappy changing and toilet training in a way that suits the parents.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

NAPPY CHANGING PROCEDURES

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

- All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon. Whenever possible the child should be changed by their key person and NEVER by anyone who has not provided a satisfactory DBS. All nappy changes must be recorded by the member of staff responsible.
- The key person should whenever possible change their key child, however, common sense is to be used, if the key person is not available, or at the time busy with another child, then the free member of staff should change the child immediately.
- If the child feels more comfortable with the key person changing them, then this should be taken into account.
- It should also be recorded whether the nappy was W (wet) or S (Soiled), and time of nappy change.
- A child should be changed immediately if they soil their nappy.
- Only staff with a valid DBS check will be permitted to change nappies.
- When changing a nappy, staff members must wash their hands in between each nappy changed.
- A member of staff must wear gloves when changing a soiled nappy, however it is at the member of staff discretion if they wish to wear gloves for a wet nappy. The staff member may decide to wear just one glove. This is to reduce costs and plastic usage. HANDS MUST be washed thoroughly with soap and water in between each nappy change.
- The mat must be sprayed with the anti-bac after every nappy change. Please wash hands after nappy change.
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac spray 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 gloves must be used when dispensing the cream.

- Should a member of staff have any concerns about a child they should follow the child protection procedures.
- Children must never be left unattended on the nappy changing stand.
- All children should be encouraged to use the steps to access the mat on the changing table, staff are not to lift heavy children onto the changing table. The mat should be placed on the floor and staff should kneel down next to them to change them.
- For children aged 3 months to 24 months staff will lift children to the nappy change unit. This should be done following the manual handling strategies and lifting the child under their arms and close to the body and carefully lowering the child onto the nappy change mat.
- All nappies and wipes must be disposed of in the nappy bin provided. All aprons and gloves must be 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 large nappy bins.
- Wash nappy bins and potties on a weekly basis with Milton and leave to air by not replacing a bin liner and lid over the weekend.
- Soiling – if a child has a wetting accident, the wet underwear needs to be placed in a large nappy sack and then into the child's bag or on their peg immediately. Any child having a soiled 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. Staff will explain to the parent the condition of the underwear giving them to a choice of keeping the underwear or allowing the staff to dispose appropriately in the nappy bin. The same procedure applies with any garments soiled with blood.

Signed on behalf of the nursery.....*Emma Middleton*.....Date:.... August 2024