



## **Nappy Changing Policy**

### **Principles and purpose**

The aim is to provide good care and hygiene for the children to prevent the risk of infection. Throughout the nappy changing process all children will be treated respectfully at all times. A member of staff should explain to the child that it is time for their nappy change regardless of the child's age to avoid confusion and allow the child to have an understanding of what is happening. Staff should ensure that the child has privacy and dignity during nappy changing.

### **Preparation of the nappy change area**

- The nappy change area should be clean and ready for use (*see guidance below after every nappy change*).
- Preferably the changing area should be a private designated area away from play facilities and must not be near an area where food or drink may be prepared or consumed. New facilities are required to provide bespoke nappy changing with ventilation out with the children's toilet areas.
- Staff will ensure that the changing mat is clean and not torn. Changing mats should be checked regularly for tears and replaced immediately if damaged.
- Staff should look out a new pair of disposable gloves (*two pairs if cream is required*), apron and nappy sack.
- The nappy specific to that child with the appropriate sized nappy, wipes (*warm soapy water and cotton wool if required*), cream and any other personal health needs is laid out. Please note nappy creams should never be shared between children. Depending on the child wipes may not be appropriate due to known allergies.
- Where there is evidence that a child has soiled or wet clothes a change of clothing should also be placed in the nappy change area.
- In the event that the setting does not have a bespoke nappy changing unit or the child is heavier, they may be changed on the floor with a clean plastic covering under the change mat that is wide enough to not allow the child's outstretched arms or feet to touch the bare floor. In addition staff should use a kneeling pad.

### **Nappy changing process**

- Different nurseries knowing their children, ask, encourage and inform the child that it is time to get their nappy changed. Generally nappies should be changed a minimum of every 3 hours or where there is evidence of an intervening dirty nappy.
- During the nappy changing process the staff will engage with the child by talking to them and singing songs.
- Children should wear their indoor shoes when in the changing area and should stand rather than sit on the floor or be carried if unable to stand.
- The child should wash their hands according to guidance e.g. "How to Hand wash Posters", this involves the child's hands being rinsed with running water then applying soap and washing their hands.

- The staff member will put on a clean apron and gloves. (Double gloved if soiled/require cream)
- The child should then be lifted(baby) or walk using the steps on to the changing mat
- The staff member will pull down any clothing and undo the child's vest, ensuring it is away from the nappy area.
- The child's wet/soiled nappy should be removed and placed in the nappy sack
- The child will be cleaned using the wet wipes or warm soapy water and cotton wool as required. Used wipes and cotton wool should be placed in the nappy sack. The child should be cleaned from the front to the back of their bottom.
- When the child is cleaned thoroughly the staff member's gloves should be removed and placed in the nappy sack along with the hygiene paper.
- Second pair of gloves should be then applied
- The child's legs should be lifted gently to place the new nappy under the child's bottom and cream applied if required. The second pair of gloves to be put in the nappy sack.
- The child's nappy will be securely fitted checking for good fit, no spaces for leakage but not tight. The child's vest and clothes should be put on.
- The staff member should remove their apron and put in the nappy sack. The nappy sack is tied and can be disposed of at this time into a nappy chute if not away from the changing mat, as the child should not be left alone at any time. If using a nappy changing canister or secure, marked, lid bin the tied nappy sack can be disposed of later at clean up.
- The child should be placed on the floor to stand or if unable to stand be carried to the washbasins to wash their hands rinsing under running water before applying the soap. The staff member should also wash their hands.
- The child should then be taken back to the playroom.

### **Cleaning after Nappy Change**

- Upon returning to the changing mat the staff should dispose of the nappy sack in canister or secure, marked, lid bin.
- The changing mat and changing area should be cleaned using cleaning solution e.g. multi-purpose cleaner, other cleaning that provide anti-bacterial agents and dried with a clean paper towel and disposed of in the hand towel bins after every change.
- Staff member should then wash their hands according to the guidelines for hand washing in the separate hand wash sink.

### **Recording Nappy Change**

- All nappy changes should be recorded immediately after the changing procedure. This enables a record for staff to check individual children and feedback daily to parents.
- In the event a child has a rash or displays abnormal discharge this should be recorded and reported to their line manager.
- Parents should be informed of nappy rash or any abnormal issues to enable them to seek medical advice if required.
- The nappy change area should be checked regularly for cleanliness, any damage to change mats and any issues reported to the line management for attention.

### **Final Word**

- Remember to try and make the child's experience of nappy changing a good one by interacting with the child, asking questions, singing songs, playing games and chatting to them. This is an ideal opportunity to spend time on a one to one with the child.

