

## Nappy Changing

### Category: Early Years

#### Risk Management and Legal Implications

Failure to manage risk may impact on the delivery of Service objectives and the outcomes achieved by Service users. Education and Children’s Services aim to mitigate the implications by ongoing management and review of risk in all elements of work activity.

The production of this document is one way in which we aim to reduce our exposure to risk. By providing staff with information on good practice, making reference to other guidance that is available across the Council and providing clarity on how we should do things, we can ensure that the management of risk is intrinsic to what we do.

#### **Version Control:**

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## **Nappy Changing, Accident & Other Changing Procedures for Young Children**

Settings caring for young children who use nappies must have appropriate facilities. These facilities must provide children with a safe, clean environment and appropriate equipment while promoting privacy, dignity and for older children, independence.  
(Nappy changing for early learning and childcare settings (excluding childminders))

All children will be treated equally, fairly and with dignity and therefore:

- Staff will respect the privacy and dignity of each child who needs to be changed, for whatever reason, during the nursery day.
- Staff will work with parents and carers to follow a toilet training programme where appropriate.
- Staff will respect parents/carers home routines and care programmes.
- Nappy change room doors will be closed whilst children have nappy changes.
- Unless indicated on personal care plans children should have nappies changed by one Practitioner

Gastrointestinal illnesses are highly infectious and can potentially be transmitted in the nappy changing area if good standard infection prevention and control precautions (SICPs) are not adhered to.

Hygienic nappy changing practice and effective cleaning of equipment and the environment is vital to reduce the risks of transmitting infection to children and staff.

Infection Prevention and Control in Childcare Settings (October 2016) (3) was published by Health Protection Scotland and gives guidance on infection prevention and control for staff working within nurseries. It is important that all members of staff and providers of childcare settings have a clear understanding of their role in preventing the spread of infection. They should be familiar with guidance, policies and procedures that are in place to prevent and control infection in childcare settings. These guidance, policies and procedures are regularly updated, and it is the responsibility of each establishment to keep abreast of new notices.

### **Common features for nappy changing areas:**

Provision: there should be a minimum of one nappy changing facility for every 10 children using nappies.

Location: nappy changing facilities must be separate but conveniently close to the playrooms, so staff can easily change children's nappies in a timely manner. Nappy changing facilities should be designated for that use only. They should be separate from play areas, food preparation areas, serving areas and laundry areas and should not be used as cupboards to store resources.



Space: there should be enough space for staff and children to manoeuvre safely.

Surfaces: walls, ceiling, door, and flooring must be of a suitable material that can be easily cleaned.

Lighting: this can be natural or artificial but must be enough to allow safe practice and provide reassurance to the child.

Heating: should be maintained an acceptable temperature for the comfort of the child in a form that eliminates the risk of burns or scalds.

Ventilation: could include a window that opens and complies with Scottish building standards and takes account of any health and safety warnings. An extractor fan that does not directly vent into another room and is on while the room is being used and stays on for a period after the room has been vacated.

#### Nappy changing units:

- must be of a suitable size and strength appropriate to the age and weight of the child.
- should include a changing mat or surface that is waterproof, easy to clean and in a good state of repair so it can be cleaned and decontaminated thoroughly as required.
- must conform to relevant safety standards.
- should be foot operated to lower and raise the changing bed to allow children, when possible, to move on and off the changing table.

#### Hand washing facilities:

- there must be a designated sink for hand washing only, which must be located within the nappy changing area; it may have a step for children who are able to use it
- the hand washing sink must be of a suitable size to allow hand washing and have running hot and cold water.
- dispensers for non-antibacterial liquid or foam soap and paper towels or hand dryers must be provided.
- children and staff must never share hand washing water in communal basins.
- hand sanitisers are not a substitute for handwashing.

#### Waste bins:

- should be used for disposable nappies and equipment; this should be a foot operated, lined, lidded bin **or** a specific bin designed for used disposable nappies.
- there should also be a foot-operated general waste bin for used paper towels and other waste.

#### Storage:

- a storage facility for double bagged, used, non-disposable nappies or soiled clothing awaiting collection by parents. This should be outside the nappy changing area.
- for nappies, wipes and children's personal belongings must be provided, for example, cupboards with doors, storage drawers, sealed plastic containers or cleanable bags.



- best practice is for all nappy changing products to be taken directly to the nappy changing unit for each child on each occasion and for them to be labelled accordingly.
- store personal protective equipment (PPE) so it is easy to access when staff need it.

#### Cleaning products:

- all cleaning products, including general purpose detergent or non-antibacterial surface cleaner used for cleaning of surfaces and the nappy changing unit, including the mat, must be kept out of reach of children and prepared according to the manufacturer's instructions.

#### Use of potties:

- if a setting uses children's potties, it is essential that facilities for cleaning and storage are available; staff should not wash potties in a designated hand wash sink and must store potties out of reach of children when not in use.
- if a separate sink for potties is not available, the sink used must be disinfected after use.

It may be suitable for changing facilities to be within an accessible toilet if the toilet is used only by children attending the setting. This means the accessible toilet is not used by staff or visitors (other facilities are provided for them).

The nappy changing experience should be a relaxed, happy and social routine that provides valuable opportunities for interactions between staff and children on an individual basis. The environment should be organised in a way that promotes those positive interactions while also supporting positive learning experiences.

Nappy changing guidance should consider best practice and be reviewed regularly.

Service providers should consider staff safety if they are lifting children and have appropriate risk assessments in place.

It is best practice is to allow children to wash their hands after nappy changing.

#### For younger children and those in nappies:

- Never leave the child unattended on the changing mat.
- Always wear disposable gloves and aprons
- Ensure that nappies, wipes, etc. used on a baby are placed in a nappy bag and disposed of in the nappy bin.
- Spray the changing mat with disinfectant cleaner and wipe dry after every nappy change.
- Wash your hands after every nappy change.



Staff will ensure that the following procedures are always followed:

- Disposable gloves and aprons must be worn for ALL incidents.
- Staff will inform colleagues of their whereabouts.
- Older/bigger children can be changed on a changing mat whilst standing if appropriate when this approach meets their needs.
- Children should be encouraged to take responsibility for their own care/personal needs-undoing buttons and zips/removing own clothing as far as they are able.
- Children will be changed into their own clothes where they are provided.
- Children without their own change of clothes will be dressed in suitable nursery clothing.
- Staff will keep a note of all nursery clothing sent home and a return date.
- Children's soiled/wet clothing will be double bagged, labelled and stored in a designated storage facility awaiting collection by parents outside the nappy change area.
- Parents /carers to be informed of change of nappy changes or a change of clothing.
- A record maintained of all nappy changes.

Toilet Area

- Do not allow children to play with the toilets.
- Ensure that children wash their hands after using the toilet.
- If you need to assist with bottom wiping, ensure that you wear disposable gloves and wash your hands. Encourage and support children to do this independently.
- Try to encourage children to take responsibility for their own personal care and hygiene routines.
- If the floor gets wet, it must be mopped dry to prevent slipping. Spilled paper towels should be picked up to prevent slips.

[Nappy changing guidance 2023.pdf \(careinspectorate.com\)](#)

It should be noted that for all new registrations and variations for settings that need nappy changing facilities, the expectations in the guidance above represent the minimum requirements.

**Health & Social Care Standards My Support, My life:**

1.0, 1.4, 4.11, 5.4.

<https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/>