

# Balmalloch Primary School and Nursery Class



## Safeguarding: Nappy Changing Policy



### **Balmalloch Nursery Class - Nappy Changing Procedure**

1. Ensure the following items are ready before changing a child's nappy - clean nappy, wipes and nappy cream/change of clothes if required.  
(Children should have their own named cream).
2. Approach the child and say or sign that it is time for a nappy change.  
Alternatively, the child themselves may tell you when their nappy needs changed.

3. Put on a pair of disposal gloves and disposal apron.

**(Staff must put on a fresh pair of gloves and fresh apron for every child that has a nappy changed).**

4. Support the child onto the nappy changing unit.
5. Encourage the child to help as much as possible when removing clothes; shoes, socks then trousers, all of which should all be removed.
6. Remove the child's nappy and clean the area, always from front to back using wipes.
7. If the child's clothes are wet/soiled, place them in a bag separately and sent home.
8. If the child's nappy is soiled, staff should remove the gloves which were worn to change the child and apply a fresh pair. Gloves should be peeled back from the wrist and turned inside out when removing to avoid touching the outer contaminated area of the glove.
9. Apply the new clean nappy.

10. All nappies should be placed into a nappy bag and then placed into the nappy bin provided.
11. Remove used gloves and the used apron and place them in the bin provided before touching child's clothing. Remove gloves by peeling them back from your wrists, turning them inside out as you go. Do not let your skin touch the outer contaminated surface of the glove.
12. Encourage the child to help as much as possible when redressing.
13. Help child down from the changing unit.
14. Encourage child to wash their hands at the sink.
15. Clean the nappy changing area with the spray provided and dry with a paper towel.
16. Wash and dry your hands thoroughly and dry with a disposable paper towel.

Kelly Baker

Principal Lead

March 2021

Review Date: March 2023