



## Kirkshaws Nursery Nappy Changing Procedure

1. Staff to discreetly invite the child to come and get changed.
2. Upon entering the changing room, staff will gather children's personal belongs from their box and get wipes and a nappy sack from the lidded boxes (stored under the changing station).
3. Staff will then put on an apron and gloves (stored under the changing station).
4. Children accessing the changing station should do so by using the stairs, with the support from staff. **Under no circumstances should a child be left unattended on the changing unit.** Some older children in pull-ups may choose to be changed from a standing position on the floor.
5. Staff must place the soiled nappy, wipes and gloves into a nappy sack before disposing of in the nappy bin provided. **If a child requires any cream, a fresh glove must be used.**
6. After the child's changing routine is complete, staff should support them coming off the changing station via the stairs and the child should wash their hands at the handwashing sink. **Paper towels should not be placed in the nappy bin.**
7. Staff will then remove their apron and sanitise the changing station using the spray and white roll provided and staff will wash their hands.
8. Staff to ensure all items are returned to their sealed tubs and the changing area is left clean and tidy. Staff to sanitise the sink area after each use.

Staff Member	Sign and date
Lynsey	
Niamh	
Carol	
Claire	
Danielle	
Fiona	
Shannon	
Emilia	
Zalina	