



Woodpark Nursery

Nappy Changing Procedure

Principles

- Nappy change and personal care routines should be a happy and social time where staff and children have positive interactions.
- The environment should be organized in a way that promotes positive interactions that support learning.
- The child and adults' safety is paramount and should be considered when lifting children.
- Nappy changing procedures must be reviewed annually.
- Positive personal hygiene skills can be taught at this time. Children should be encouraged and supported to wash their hands after nappy changing.

General Hygiene in Nappy changing areas.

- All aprons and gloves must be stored in an airtight container.
- All cleaning products must be kept safely in the cupboard above the changing unit.
- The changing mat and surrounding area must be cleaned and dried using paper roll before and after any nappy change.
- Ensure the changing unit is secure.
- If the changing unit is damaged in any way, staff must report this to the Early Years Team Leader.
- Nappies and wipes must be kept in an individual sealed wipeable plastic container which is clearly labeled.
- Gloves must be changed after every stage of changing, for example, when cleaning the area, cleaning the child, applying medicated cream, and putting on the new nappy.
- Soiled nappies, wipes, gloves, and apron must be put into two nappy bags (double bagged) and placed into the nappy bin.
- Used paper roll and paper towel should be placed in a separate bin.
- The nappy bin should be emptied twice per week. (This is arranged by SLC Facilities.)
- Soiled clothes must also be double bagged and placed into a soiled clothes box, which is stored outside of the bathroom area. (Clothes will be passed to a family member who collects the child at the end of the session.)
- Child seats for toilets must be cleaned after every use and stored out of the way of children.
- Child seats are sterilized every day.

General Safety

- Never leave a child unattended on the changing unit.

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Nappy Changing Step-by Step Guide

- Wash your hands with soap and water thoroughly for 20 seconds and dry with paper towels.
- Put on a pair of single use gloves.
- Clean the nappy changing mat and surrounding areas with sanitizing spray and dry with paper towel.
- Place the paper towel into the general waste bin in the changing area.
- Remove the gloves and place them into a nappy sack.
- Put on new gloves and a single use apron.
- Ensure you ask the child's permission before you begin the nappy changing routine.
- Take the child to the bathroom area and support them to find their own box from the low shelves.
- Take the child to the changing area with their nappy box. Close the door.
- Support the child to get onto the changing unit using the stairs and gentle physical support.
- Assist the child to lay down on the mat.
- Remove the child's outer garments, shoes, and socks.
- Remove the child's nappy and, using their own wipes, wipe away any soiling. If there is no soiling, wipe the child's bottom and private areas with wipes.
- Place the soiled nappy and wipes into the nappy sack.
- Change your gloves, placing the soiled ones into the nappy sack.
- Apply any cream prescribed for the child and change your gloves again.
- Take a fresh nappy from the child's box and put it on.
- Inspect the child's clothes for possible soiling.
- Any soiled clothing must be double bagged and placed in the soiled clothing box for later collection.
- Put on the child's socks, outer garments, and shoes.
- Assist the child down from the changing unit using the steps on the changing unit.
- Remove apron, then gloves and place into the nappy sack.
- Tie the sack closed and place into another nappy sack before disposing into the nappy bin provided.
- Wash your hands thoroughly with warm water and soap for 20 seconds.
- Leave the changing area, encourage and support the child to take their box back to the shelves before supporting them to wash their hands in the child height sinks in the bathroom.
- Ensure the child's hands are dried thoroughly before returning them to the playroom.
- Clean the unit following earlier guidance.
- Record the child's nappy change on the nappy change record.

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