

Nappy Changing Policy

Aim

Loseley Fields Children's Centre nappy changing policy is in accordance with the families requests, consistent with the children's physical and emotional abilities and in compliance with Ofsted regulations.

This policy primarily applies to the nursery as for the majority of family service groups parents will be present with the child; however, where staff in these groups need to change nappies they will be expected to follow this policy.

Methods

A child's nappy must be changed promptly when wet or soiled. Staff must wear disposable gloves on both hands and a disposable apron for all nappy changes and a new set of gloves and apron for each child.

Both child and staff member must wash their hands after changing a nappy.

The nappy changing area must be away from the food preparation area.

CHILDREN MUST NEVER BE LEFT ON A CHANGING MAT.

Procedure

1. Make sure you have a clean nappy, wipes and any other supplies before changing the child.
2. Put a new set of gloves and a new disposable apron on.
3. Remove the child's nappy and dispose of the liner in the toilet.
4. Wash and dry the child using the appropriate washing materials, such as wipes or cotton wool. Using the wipes or the cotton wool and warm water, wipe the genital area front to back.
5. If requested by parents/carer apply nappy cream. The parents/carer should supply their own in a named tub. Use a clean set of gloves to apply the cream.
6. Put on a clean nappy. The child may need a new set of clothes as well. These should be supplied by the parents/carer.
7. Dispose of the real nappy in the nappy bin **HAMPER UNDER THE CHANGING MAT** provided along with the gloves and the apron in the nappy wrapper bin **WHITE AND GREEN BIN**.
8. Wash the child's hands thoroughly with liquid soap and running water. Dry the child's hands with a disposable towel.
9. Place the nappy creams back in the storage area.
10. Wash down thoroughly the changing table ready for the next person to use.
11. Wash your hands thoroughly with liquid soap and running water. Dry your hands on a disposable paper towel.
12. Write down the nappy change on the child's nappy chart and daily communication form.

At all these stages the staff member should be interacting with the child, talking about their day, singing a rhyme or counting their fingers or toes.

Useful resources and websites

This policy was written for Loseley Fields Children Centre.

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Signature:

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