



## NAPPY CHANGING POLICY

### **NEVER LEAVE A BABY UNATTENDED ON THE CHANGING UNIT**

#### **CODE OF PRACTICE**

For children in nappies, the Nursery will:

- change the child's nappy at regular intervals, and at any other times when the child has a wet or soiled nappy
- not permit students (not employed by the Nursery) or individuals on work experience to change a child's nappy under any circumstances
- ensure that the nappy changing activity is a quiet, relaxing and positive experience for the child
- ensure that every member of staff cares for the child in a warm and respectful manner at all times and specifically, in the context of this policy, during nappy changing activity
- ensure a suitable area and appropriate hygiene materials are available for the nappy changing activity
- provide training to all members of staff on best practice for changing nappies

#### **Procedure**

- Collect all necessary materials before commencing the nappy changing
- Wear an apron before commencing the nappy changing
- Wear fresh gloves when changing the nappy of each individual child
- Place paper-roll covering on the changing mat
- During nappy changing, never leave the child unattended on the changing mat, **you must have one hand placed on the child at all times**
- Remove and dispose of gloves
- Return the child to the room
- Place a new pair of gloves on
- Place the wet/dirty nappy in a nappy sack, and then in the Sengenic Nappy Pod
- Place the cleaning materials and dirty gloves in a nappy sack, and then in the appropriate bin
- Wash hands thoroughly, clean the area thoroughly with appropriate detergent-disinfectant/anti-bacterial solutions, and dry the station with paper towels
- Wash hands immediately following the cleaning process
- Store all materials and leave the station tidy and clean
- Record the nappy change in the nappy change book
- Restock the cupboard/shelf with appropriate materials if necessary
- Record the nappy change on the child's daily record if applicable

| <b>This policy was adopted on</b> | <b>Signed on behalf of the nursery</b> | <b>Date of latest review</b> |
|-----------------------------------|--|------------------------------|
| 18 <sup>th</sup> June 2015        | Lmgriffiths                            | 07 March 2019                |