

Tiny Treasures Nappy Changing Policy

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 is away from the food preparation area.

CHILDREN MUST NEVER BE LEFT ON A CHANGING MAT.

Procedure:

1. Ensure 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. Wash and dry the child using the appropriate washing materials, such as wipes or cotton wool. Using wipes or cotton wool and warm water, wipe the genital area front to back.
4. Each child should have their own cream in a named tub. If parents to provide an alternative cream they may do so. This needs to be named and in the original pot and instructions for use followed. If prescribed a medication form is to be completed.
5. Put on a clean nappy. The child may need a new set of clothes as well. These should be supplied by the parent/carer.
6. Ensure child is fully engaged by talking and singing with them.
7. Place the nappy creams back in the child's bag or basket.
8. Spray changing unit with antibacterial spray and use disposable blue roll to clean changing table ready for the next person to use.
9. Wash both the adults and child's hands thoroughly with liquid soap and running water. Dry your hands on a paper towel and use an antibacterial hand gel.
10. Write down the nappy change on the child's nappy chart and daily communication form.
11. If reusable nappies are to be used this will be in consultation with the staff team.
12. Any soiled reusable nappies or clothing should be rinsed well and placed in a named bag for the family to take home.

13. If soiled items are left behind at the end of the day these should be put through the wash.