



Early Learning and Childcare Centre

Nappy Changing Procedure

Only staff that have a PVG Enhanced Disclosure will be allowed to change nappies.

Before Changing Nappies

- Parents are requested to provide nappies, wipes and, if required, cream for their own child which will be kept in a sealed box with the child's name on it.
- Staff will only change a nappy when they think it is necessary; however parents can request a more frequent change if they wish to.
- Staff will always try to use a child's personal equipment first; however there are spares in Ferryfield that will be used if the child has none in their bag.
- Parents will be informed when their child has run out of nappies or wipes.
- Children will never knowingly be left in a soiled nappy.

Nappy Change

- Staff will ask a child if they need their nappy changing, giving the child the opportunity to realise they need to be changed.
- Staff will ask a child if they would like them to change their nappy, giving the child the opportunity to agree to being changed by them or to pick another staff member to assist them.
- If the child says they don't want their nappy changed, the staff member should gently encourage the child, reassuring the child at all times.
- As the staff member takes the child to the bathroom, they will be chatting with the child and by this, gently reassuring the child that they will be well taken care of.
- When in the bathroom, the staff member will get the nappy changing area ready and then ask the child, if they are able, to remove their shoes.
- The staff member will go in the child's box to see if they have their own nappies and wipes, if not the staff member will get out Ferryfield's nappies, wipes and nappy bags.
- The staff member will wash their hands, then put on the personal protective equipment provided (aprons and gloves).
- The staff member will remove the minimum amount of clothing in order to access the nappy, then they will clean the child, ensuring that all faeces are removed.
- The nappy should be placed in a nappy sack, along with the staff member's gloves and this bag will then be tied.
- The staff member will then put a clean pair of gloves on and put cream on the child (if required) and a clean nappy and replace the child's clothes.
- The staff member will then place the nappy into another nappy sack.

After Nappy Change

- If the child is able, they will be asked to put their own shoes back on or to wait a moment if they need help.
- The staff member will tidy up, wiping the changing mat and changing area with anti-bacterial spray and paper towels.
- Then the 'PPE' should be removed and placed in the nappy sack too, which is then tied and placed in the nappy bin.
- All the time the staff member will chat to the child, reassuring them.
- The staff member will assist the child to put their shoes on if they need help.
- The staff member will then ask the child to wash their hands and then encourage them to go play.
- The staff member will wash their hands.
- If the staff member is going to change another child' nappy straight away, they will not use the same PPE everything will be cleaned and changed BEFORE the next child is changed.
- The details of the nappy change will be recorded firstly on the wipe-board and secondly in the diary.

Adopted by Committee

Date

August 2016