



## Little Oaks Nursery Nappy Changing Policy & Procedure

### 1. Purpose

To provide all staff with a clear Code of Practice for changing nappies.

### 2. Responsibility

The Nursery Manager is responsible for ensuring all staff understand and follow this procedure.

### 3. Introduction

Little Oaks Nursery recognises that there is a need for nappy changing to be safe, hygienic and a comfortable experience for both children and staff.

We see toilet training as a self-care skill that children need to develop; work is carried out with parent/carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at this time.

Nappy/toilet changing facilities are provided and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

In order to encourage a healthy self-esteem and a sense of identity, practitioners should ensure that nappy changing is an enjoyable and relaxing time. It is also a good communication opportunity for both children and staff.

### 4. Nappy Changing Procedure

- Ensure that you have all your resources to hand, i.e. nappy, wipes, nappy sacks, disposable apron & gloves, paper towels, anti-bacterial spray and spare clothes if needed.
- Approach the child and explain to them what you are going to do.
- Put on disposable gloves and an apron.
- Assist child onto changing mat and encourage them to lie down.
- Remove child's shoes and remove or lower child's clothing as required.
- Remove nappy and place in a nappy sack.
- Clean the nappy area thoroughly using wipes/cotton wool and water as per the individual child's requirements, placing the used wipes/cotton wool in the nappy sack.
- Apply cream if necessary or requested.
- Put on a clean nappy, ensuring a snug, not tight fit, and replace clothing and shoes.
- Tie the nappy sack up and dispose of in the nappy bin.
- Assist the child off the nappy changing mat and encourage them to wash their hands.
- Cleanse the nappy changing area, using a paper towel and anti-bacterial spray.
- Wash hands and record the nappy change on the record sheet.

Note: If you have to change any clothing because it is soiled, please double bag and put into the child's nursery bag.

### 5. Do not:

- Leave the child unattended on the nappy changing mat if it is raised off the floor.
- Leave the nappy changing area wearing the disposable apron and gloves.
- Use the same gloves for multiple nappy changes.