NAPPY CHANGING POLICY

It is essential that all staff are aware of the valuable opportunity to spend time with toddlers and young children on a one to one basis during nappy changing. It is a time when staff are able to devote their undivided attention to children through singing, talking and making the child feel special, valued and recognised. Staff should avoid "conveyor belt" approach to nappy changing, including during busy times, such as lunch times and at the start or end of a session. Additionally, respect for children's individual human rights, in particular the right to privacy, and dignity MUST be maintained at all times.

Procedure

Before commencing nappy changing make sure you have the required equipment close to hand before collecting the child. On collecting the child, inform them of your intention to change their nappy BEFORE picking them up off the floor.

If a child comes in soiled at the beginning of session or is soiled at the end of the session, the child should be changed when the other parents have left the room. Parents who wish to change the child at the beginning of the session or at the end must be requested to do this once other parents have left the room.

- Clean the nappy changing mat with anti-bacterial spray
- Wash your hands with soap or use anti-bacterial gel and put on a disposable apron and gloves for EACH nappy change
- Collect the child making sure you inform them of where they are going
- Remove the child's clothing and current nappy
- Place the disposed nappy away from the child
- Clean the child's bottom using a sensitive wipe, remembering to clean from front to back. Parents can provide other cleaning alternatives.
- Where cream is supplied and consent given, apply barrier creak or rash reduction cream
- Report any sore bottoms, rashes or diarrhoea to the Room Leader
- Replace a fresh nappy and redress the child
- Take the child back to the play area

- Dispose of the soiled nappy in the soiled nappy bin
- Remove and dispose of gloves and apron in the bin provided
- Spray changing mat with anti-bacterial spray
- Record nappy change on the nappy change form; for older children record change on the change form

Under no circumstances is a child to be left unattended on the nappy changing unit.