

Sandbank and Valley Nursery Schools Federation

Nappy Changing Procedure



April 2023

Nappy Changing Procedure

Procedures to be followed by all staff:

- All children should have their nappy changed at least once throughout the three-hour session.
- Remain at the changing unit at all times whilst changing a nappy, under no circumstances is a child to be left alone whilst on the changing unit.
- Plastic, protective gloves/aprons are to be worn at all times. A new pair of gloves should be worn for each child that is changed.
- Staff **Must** check the information provided by parents/carers before applying any creams to a child. Only creams supplied by the parents/carers can be used.
- Securely wrap up the used nappy and any disposable toiletries used and place them into the nappy bin provided.
- Record down on the nappy changing sheet located by the changing mat, indicating the reason you have changed the child. Nappy changing records will be kept for a minimum of three years after a child has left the Centre.
- Dispose of used plastic gloves/aprons into the nappy waste bin provided.
- Wipe the surface of the nappy changing area thoroughly with the spray provided after each nappy change.
- Wash hands with the anti-bacterial hand wash when finished.
- Children **MUST NOT** stand on the changing unit under any circumstances
- Staff **MUST** ensure that all children (walking) use the steps provided on the Community Play changing units.