



Nappy Changing Procedure

Prior to changing a child's nappy, ensure the following is in place:

- The changing mat is cleaned with hot soapy water and dried with a hand towel (do not use mat if torn or broken)

Before changing a child ensure the following is readily available on the Changing Trolley:

- PPE for staff – (aprons plastic gloves and face mask)
- A clean nappy (disposable or non-disposable)
- Water-based disposable wipes
- The child's own tub or tube of barrier cream if required. **(do not use shared tubs or tubes of barrier cream)**
- Plastic bags (or nappy sack) to be doubled up
- The child's spare clothes or other spare clothes (kept in drawers)

Ensure the following sequence is followed for every change:

- **Wash your hands.**
- Put on PPE. (Apron and plastic gloves, face mask optional)
- Remove the used nappy and dispose into a double bagged nappy sack or plastic bag, tie the bag securely (nappy can then be disposed in the nappy bin)
- If a child uses re-useable nappies, dispose liner and contents down the toilet and place nappy in a double layered tied bag and label with child's name. (then placed in their pegs)
- Gently clean the child's bottom using disposable wipes.
- Ensure that mat is kept clean throughout procedure
- Place dirty gloves, wipes and apron into a double bagged plastic bag .
- Check for nappy rash if the child has a rash inform parent or guardian on the incident form.
- **Wash your hands**
- Use the child's own barrier cream if necessary.
- (new gloves should be used to apply cream if required)
- Put on a clean nappy.
- Dress the child.
- Take the child back to the play area.
- Remove nappies and waste to the outdoor bin or for re-useable nappy, the bin in the cleaner's cupboard
- Clean the baby-changing mat with hot soapy water.
- Wash your hands
- Complete an incident slip with child's name, the date, the procedure followed and sign. At the end of the session, ensure the parent/carer receives the slip and signs for it.

This procedure acts as part of our Health and Safety Policy.