



Nappy changing policy

- Children's nappy's must be checked and changed every 2 hourly, and as and when requirement.
- Before bringing the child into the changing room make sure that the changing mat is clean and all required items are in easy reach – new nappy, wipes/cotton wool, creams, nappy sack, change of clothing
- Wash your hands and put on disposable gloves and apron
- Use wipes provided by the parents to wipe/clean the child. If they are not available, use tissues and warm water and place these into the nappy sack (Do not use someone else's wipes, cream or nappies as the child might have an allergic reaction)
- Change the child ensuring girls are wiped from top to bottom to avoid cross infection and change any soiled clothing
- Place the soiled nappy in a nappy sack and then into the nappy bin
- Place disposable gloves and apron in the bin
- Take the child back to the group
- Wipe the changing mat thoroughly with anti-bacterial spray and dry with a hand towel
- Hands must be washed after each nappy change and a clean apron and gloves put on for the next nappy change
- Nappy chart is completed once a child's nappy is change
- Remember to request wipes/nappies in advance

Soiled Clothing

- Soiled clothing must be removed wearing disposable gloves and apron
- The clothing may need to be rinsed off into the toilet and the toilet must be disinfected afterwards.
- Place the soiled clothing into a nappy sack and write the child's name on the sack.
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Children must never be left unsupervised at any time – particularly when on the changing mat. Take only one child at a time to be changed.

The changing area must be cleaned after each nappy change.

Manager name.....

Sign.....

Date.....