

Denby Dale First and Nursery School

Nappy Changing Policy

1. Each child in nappies has their own labelled basket with their nappies in and wipes (if their own) in the changing room. Get nappy, wipes, apron, nappy sack and gloves ready. Some children do have cream so please check and get this prepared. The cream will have the child's name on in their basket. This cream should only be used on that particular child as discussed with parents.
2. The changing station should be cleaned with antibacterial spray and clean paper towels prior to changing a child
3. Put a plastic disposable apron on and ask your key child to come and have their nappy changed. Aprons and gloves need to be changed after each individual nappy is changed.
4. Make sure the child uses the steps to climb up onto the changing station. Ensure the child is secure on the changing mat and talk to the child about what you are doing.
5. Put on your gloves.
6. Remove the child's clothes and soiled/wet nappy.
7. Clean child's bottom/nappy area with wipes. Some children will have their own wipes which are clearly labelled with the child's name.
8. Place nappy and wipes into the sack then remove gloves and place these in the bag. Tie this up and place in the nappy bin. This is in the adjacent disabled toilet.
9. If creams are to be applied then put on fresh gloves and apply cream, remove gloves and dispose of in the nappy bin.
10. Put a clean nappy on and dress the child.
11. Remove child from the changing station by climbing down the steps.
12. Spray changing station with anti bacterial spray and wipe down with clean paper towels. Dispose of these in the bin nappy bin.
13. Remove apron and dispose of in the nappy bin.
14. Wash hands

15. Record whether the child's nappy was wet, soiled and if cream was applied on their individual daily record stickers. These are in the changing area. Apply these to the child's daily record book at the end of each day.

16. When a child's own nappy supply needs replenishing, parents should be informed before the child's next Nursery session via the child's daily record book

17. Nursery nappies are available and should be used for children who have run out of their own supply of nappies.

18. If it has been necessary to use the Nurseries supply of nappies, staff must record the quantity of nappies used, along with the child's name and date on a consent slip. This must be counter signed by the child's parents on collection from nursery. The signed slip should then be posted into the plastic wallet in the nappy changing area. The office staff will collect these and add the costing of the nappies onto the next Nursery payments.

Do not leave a child unattended at any time whilst on the changing station.

Remember to talk/sing and have fun with the child, as this is an excellent opportunity to talk to the child.