



### **Nappy and Clothes Changing Procedure**

Peter Rabbit Nursery aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Children will have their nappies or clothes changed according to their individual needs and requirements by their key worker wherever possible, however; other member of staff (DBS clear) are on hand to help out when required.

Parents are required to supply their child's nappies, wipes and a change of clothes; these should be packed in a suitable bag. The nursey will supply nappy sacks, which are kept out of the reach of children.

Information will be shared between parents and key person about nappy changing at the end of the session.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

### **Nappy Changing Procedures**

These procedures are to ensure the safety of both the children in our care and the Nursery staff.

- A child's nappy should be checked on arrival at the nursery. If necessary, it should be changed immediately.
- All children should be changed as and when needed. Whenever possible the child should be changed by their key person.
- All nappy changes or clothes changed must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or S (soiled), time of nappy change and initialled by the member of staff. Wet clothe should be recorded in the comments sections.
- A child should be changed immediately if they soil their nappy.
- Inform colleagues you will be leaving supervision to change a nappy. If a member of staff is already changing a child, please wait until the return.
- Only staff with a valid DBS check will be permitted to change nappies.
- Always leave the main toilet door open when changing a nappy or attending to toilet trips, so the adult can be seen at all times.
- When changing a nappy, staff members must wear a blue disposable apron and blue disposable gloves.

- PPE must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- When changing a nappy, the mat must be sprayed with the anti-bac after every nappy change.
- Please wash hands after nappy change (adult and child).
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately, this also applies to removal child toilet seats.
- Children must never be left unattended on the nappy changing stand.
- All nappies and wipes must be put into nappy sacks and disposed of in the bin provided. All aprons and gloves must be disposed of in the same bin.
- At the end of the day, or if the bin becomes full, the nappy bins bag needs to be taken outside and placed in the big bins. An apron and gloves must be worn when doing this.
- Wash nappy bins on a Friday and leave to air by not replacing a bin liner and lid over the weekend.
- Soiling – if a child has a wetting accident, the soiled underwear needs to be placed in a nappy sack and then into the child's bag or on their peg immediately. Any child having a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the toilet area until parent collects explain to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately in the designated bin. The same procedure applies with any garments soiled with blood.
- Should a member of staff have any concerns about a child they should follow the child protection procedures.

Staff, please also refer to the step by step nappy changing procedure located in the nappy changing area.