

The Saplings Nappy Changing Policy



Statement of intent

The Saplings Pre-school recognise that there is a need for nappy changing to be safe, hygienic and a comfortable experience for both children and staff.

We see toilet training as a self-care skill that children need to develop. The nappy changing policy is in accordance with the family's requests. We work closely with parent/carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate.

Nappy/toilet changing facilities are provided and we exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

In order to encourage a healthy self-esteem and a sense of identity, practitioners should ensure that nappy changing is an enjoyable and relaxing time. It also provides opportunities for good communication between children and staff.

Methods

A child's nappy must be changed promptly when wet or soiled. Staff must wear disposable gloves on both hands and a disposable apron for all nappy changes. New gloves and aprons should be worn for each nappy change. Both child and staff member must wash their hands after changing a nappy.

A child must never be left unsupervised on the changing table or changing mat

Procedure

1. Nappies must only be changed in the designated nappy changing area. Colleagues should be made aware that you are changing a child.
2. Ensure you have a clean nappy, wipes, nappy sacks and any other supplies before changing the child.
3. The door to the nappy changing room must be open at all times when changing a child.
4. Put a new set of gloves and a new disposable apron on.
5. Help the child to climb up onto the nappy changing unit.
6. Remove the child's nappy and seal it inside a nappy sack. Dispose of used nappies in the appropriate nappy bin.
7. Clean the child using wipes. Wipe the genital area from front to back.
8. If requested by parents/carers, apply nappy cream. The parents/carers should supply their own in a named tub. Use a clean set of gloves to apply the cream.

9. Put on a clean nappy. Should the child need a new set of clothes, these should be provided by the parent/carer.
10. Dispose of the gloves and changing apron into the bin.
11. Encourage the child to wash their hands thoroughly with liquid soap and running water and to then dry their hands with a disposable towel.
12. Put any wet/ soiled clothing into a plastic bag/nappy sack and place in child's bag.
13. Take the child back to the play area. Return bag to coat peg.
14. Prepare changing unit for next child. Thoroughly wipe down changing table and mat using anti-bacterial spray.
15. Wash your hands thoroughly with soap and running water. Dry your hands on a disposable paper towel and place used towel into the bin.
16. Write down details of the nappy change on the chart located next to the nappy changing unit.