

## **Oaks Nursery**

### **Nappy Changing Policy**

#### **Introduction**

This procedure details our approach, practice guidance and procedure for all nursery staff. We teach our new staff, apprentices and students by role modelling and demonstrating good practice during nappy change at all times.

Adults carrying out intimate care procedures on children are fully vetted and allowed to do so, and whenever possible it will be a child's key person who undertakes nappy changing. A child will never be left unattended during this period.

Firstly the adult will initiate nappy time with a child through verbal dialog or by invitation. Making it a 'fun' helps children to associate the routine as a pleasant and enjoyable experience. When changing a child's nappy the adult will be respectful and maintain good hygiene procedures throughout.

#### **Changing Procedure**

- Put on personal protective equipment (PPE), a white apron and clear gloves.
- Prepare materials first by ensuring that a clean nappy, cotton wool or wipes are ready for use.
- When using cotton wool, soak one pleat in water and wring out leaving it moist.
- Lead or carry child into the nappy area/room and lay them on the changing mat.
- Remove child's clothing to allow access to the nappy.
- Remove soiled nappy and wrap it into itself. Place in the cassette lid of the yellow hazardous waste disposal bin.
- Begin cleaning using wipes or moistened cotton wool. For boys make sure their genitals are clean all around. For girls ensure all creases are cleaned thoroughly.
- Continue cleaning and replenishing wipes/ cotton wool using as many times as necessary until there is no residue and the wipes are clear.
- Always clean/wipe from front to back to avoid cross-infection. Dispose of soiled wipes/cotton wool in the yellow hazardous waste disposal bin.
- When the child is clean and dry apply any cream if necessary.
- Place a new nappy under the child's bottom and pull the tabs over the tummy and secure. Ensure nappies are not too tight – run your hand along the top of the nappy between the nappy and the tummy.
- Re-dress the child checking that outer garments in contact with the nappy (vests/trousers etc.) are clean and dry, before leading out to play.

- Rinse out cotton nappies with warm water, removing any solid waste first. Place and secure in a waterproof bag and leave with child's belongings.
- Rinse out any soiled clothing, place and secure in a waterproof bag and leave with child's belongings.
- Thoroughly clean the changing area following the set cleaning procedures for each area.
- Remove and dispose of your gloves and apron. Thoroughly wash and dry hands.

**Adopted on (date): 12<sup>th</sup> November 2013**

**Signed on behalf of Oaks Day Nursery:**

**Name: Chris Comper**

**Job title: Nursery Manager**