

Home-Grown @ The Wyche Institute Nappy Changing Procedure

All staff are responsible for nappy changing if they have an up to date and relevant DBS and are deemed competent and responsible to change nappies by the manager (Natalie) and deputy manager (Hazel). Staff must have read this procedure and have had the procedure demonstrated by management for training purposes before changing nappies.

Every nappy check or change is recorded on the nappy change chart.

A child will never be put down to sleep in a wet or soiled nappy.

Procedure

The child you wish to change may need to be given a 'transitional prompt' before you take them down to change them to allow them to prepare for the transition from playing/activity to being taken for their change.

1. Before bringing the child down to change their nappy, you need to prepare for the change. place the changing mat on the floor in the 1st toilet area (female toilet) to respect their privacy and to respect their dignity. Make sure you have a clean nappy ready and supplies in the carry caddy on floor with the changing mat before changing the child. Consider if the child's bag needs to be brought down for if they need a change of clothes. Keep supplies out of reach of children.
2. Put on disposable nappy changing gloves for each nappy change. Gloves must be changed for each child and not to be worn for changing multiple children. Disposable aprons are available too and are advised to be worn, a new apron must be worn for each nappy change.
3. Invite the child down or sign for nappy when telling the child that you are about to change their nappy. No toys or comforters to be brought down to the toilet, they must be kept in the home box or on the side of the table as they go down for hygiene reasons. As we use a mat on the floor to change the children, there is no need to lift a child, instead ask them to lie on the mat.
4. Remove the child's clothes, remembering to remove socks if the child is soiled to prevent any faeces getting on the socks as children's legs do tend to move. Keep their hands away from their genital area, children are inquisitive, and hands can sometimes wander.
5. For disposable nappies, remove the soiled or wet nappy, secure dirty nappy with the use straps, or roll up the pull-up and put it in a nappy bag away from the child's reach.
6. Wash the child using wipes. Children are to be wiped using a front to back technique. Place the wipes into the nappy bags with the dirty nappy, then making sure the nappy

bag is sealed by tying the bags securely. All nappies, wet or soiled are returned to parents to be disposed of at home.

7. If requested by parent or if the child appears to be sore, or have nappy rash, apply the child's own nappy cream. We are only to apply cream if we have signed permission from their parent/carer and the parents/carers have supplied their child with cream. Only creams provided by the child's parent/carer are to be used on that child only. Creams must be named. You must inform either the Preschool Manager (Natalie) or Deputy Manager (Hazel) immediately that you have applied cream to the child and this use of cream must be recorded on the nappy chart so that this information can be relayed back to the child's parent or carer.

8. Place a clean nappy on the child and change clothes if necessary. Remember to check the child's vest.

10. Ask the child to stand up off the mat to get dressed. If developmentally appropriate, encourage children to dress themselves as a learning opportunity for being able to develop skills for dressing themselves. Be there to help if needed.

11. Remove disposable gloves and aprons by placing them in the bin bag provided, found on the back of the door and not in the bin used for hand paper towels. This is for hygiene reasons.

12. Support the child/supervise the child depending on child's developmental ability, following the children's hand washing to promote hygienic practice and independence which is visible for the children to see on the wall by the sink.

13. Allow the child to leave the toilet area before cleaning.

12. Wear gloves to clean the nappy changing mat area with anti- bacterial spray and green paper towels between each nappy change.

13. Wash your hands thoroughly with liquid soap and warm running water following the correct hand washing procedure.

14. Record the nappy change, as well as information on any creams applied or identification of nappy rash on the relevant form and chart.

15. Place **wet** nappies within the child's bag securely. If the nappy is **soiled**, we label the child's initials on nappy bag using a sharpie pen and the soiled nappies are secured outside by the bins. An 'N' letter, which resembles 'nappy' (indicates there is a soiled nappy), is placed on the child's peg in the cloakroom area which allows for us to remind parents to collect their child's soiled nappy for them to dispose of at home.

Staff must:

* Only change a nappy if they are DBS checked and deemed responsible and competent to do so by management.

- * Only change a nappy if they have read and been trained in line with this procedure which includes a member of the management team demonstrating this procedure being carried out.
- * Use this as a learning opportunity; make eye contact and conversation/sing with the child.
- * Carry this out in a relaxed and calm manner.
- * Offer comfort and reassurance.
- * Ensure privacy and dignity of the child is always respected.
- * Carry out nappy changes throughout the day at regular timed intervals and when required.
- * Ensure checks are carried out in a discreet manner and that the child is informed appropriately before a check is carried out.
- * Ensure they use this opportunity to check the child's hygiene and if needed clean the child's face and clothes. If changing clothes these need to be put in a nappy sack and then placed in their bag ready to go home where parents are informed of the change and why.

Staff must not:

- * Leave a child unattended during the nappy change.
- * Stand a child on the change mat when getting them dressed.
- * Pull faces or make negative comments about 'nappy contents', children must be always respected.
- * Change nappies if they are pregnant. This is written within the pregnancy risk assessment for pregnant staff members for safety reasons outlined within the risk assessment.

Nappy change times:

These are guidelines as to when nappies should be changed however each child is individual, so these times will change accordingly. Children should be changed at least every 4 hours no longer than this.

Check - within the first hour of being at Preschool, change if necessary.

Change - 11am.

Check - after lunch, change if necessary. (Children going for a nap should be in a fresh nappy).

Change - 2pm or as they wake up.

Check or change- 2.45pm for children going at 3pm/3.15pm

Check or change - 3.30pm or before they go home up until 4pm.

Check or change all children up until 5.30 or just before they go home.

Manager (Natalie) and deputy (Hazel) should then be heavily involved in the monitoring of this procedure, ensuring that parents are informed, the cleaning of the child is handled sensitively, etc.

Written by: Natalie Luce (Manager)

Date created: 24/02/2025 Date Reviewed:

Signed by all staff: