

## NAPPY CHANGING PROCEDURES

This process must be done in a positive, happy environment where the child feels relaxed. Before changing the child's nappy ensure you are aware of any particular needs of the individual child, i.e. special cream to be used, special nappies etc. Also check the potty changing routine.

1. Nappies must always be changed in the nappy changing area.
2. Only nominated staff may change nappies unsupervised.  
Students, helpers, non nominated staff and staff who have not yet received a CRB disclosure may only change nappies under strict supervision.
3. Ensure all items needed are within reach of the changing table.
4. Staff must wash their hands prior to changing a child. Disposable gloves must be worn. Hands must be washed after the nappy changing procedure. New gloves must be used for each child.
5. Children should be changed on the nappy changing table and care must be taken that the child cannot slip off this area.  
**CHILDREN MUST NOT BE LEFT UNATTENDED.**
6. Children must be washed and if necessary the correct cream applied carefully.
7. Check that the child's outer pants are clean and dry. Change them if appropriate.
8. Nappies must be wrapped in the plastic bags provided and placed in the appropriate sealed bin.
9. The changing time must be noted in the child's day book.
10. Children's own personal items should be returned to their own storage box or bag.
11. When nappy changing is complete ensure area is left clean and tidy, changing mats and potties should be cleaned after each use and sprayed with Dettol anti bacterial spray.
12. Nappies are changed throughout the session depending upon children's individual needs and routine. No child must be left longer than two hours without the nappy being checked and when necessary changed.