


Nappy changing procedure

ONLY A CHILD'S OWN PARENT / CARER OR KINDERGARTEN STAFF WHO HAVE A DBS CHECK CAN CHANGE A KINDERGARTEN CHILD
Where possible the child's own keyperson should check their own key children every hour and change the nappy if necessary. Children will be changed immediately if their nappy is soiled aside from these checks. During nappy changes the following procedure will be followed:

- Babies and young children are changed within sight of other staff whilst maintaining their dignity and privacy at all times.
- Put on plastic protective gloves and a disposable apron, when necessary, before changing a child.
- Take out the child's own named box containing nappies etc. and nappy sacks and wipes and place them near to changing mat.
- Make sure the nursery mat (blue and pink kept on top of white cupboards in children's toilet) is on the floor first, or alternatively use the pull down nappy changing table in the main toilets, but in this case make sure you hold the child at all times to prevent them falling.
- Place the child's own changing mat on top of blue and pink mat or the pull down changing table.
- Ask the child to lay down on the mat so that you can change their nappy
- Remove lower layer of clothes whilst explaining to the child what you are doing
- Remove soiled or wet nappy from child and place into nappy sack or plastic bag
- Clean the child with the wipes (wiping ONLY from the front to the bottom of the child) putting the used dirty wipes into the nappy sack once they have been used.

- If you are using the pull down changing table take the child down at this point and stand on the floor.
- Put soiled nappy in to the plastic nappy sack.
- Remove gloves and place inside the nappy sack bag and tie – place in designated nappy bin.
- Wash hands with soap and dry hands.
- Put clean nappy/pull-up on the child
- Put the child's clothing back on. (or change if necessary)
- Wipe both mats with disinfectant spray, using disinfectant wipe or paper towel and then fold them both and put them both back where they belong
- Turn the top on the nappy bin 360 degrees to ensure the nappy has fallen to the bottom of the bin
- Dispose of apron and wash hands again with soap and dry.
- Please sign and fill out the nappy changing form.

This policy was adopted by	FRS Kindergarten	<i>(name of provider)</i>
On	<u>26th February 2021</u>	<i>(date)</i>
Date to be reviewed	<u>25th February 2022</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Emma Wohl</u>	
Role of signatory (e.g. chair, director or owner)	<u>Headteacher</u>	