

Nappy Changing Procedure

The following procedure must be adhered to at all times:

- Unqualified staff must be supervised by a qualified member of staff if changing a nappy
- Staff must wear disposable gloves whilst changing a child's nappy, these must be changed after each nappy change (disposable aprons are provided should staff require them)
- Staff must record the child's full name, time, state of nappy, when nappy cream or powder is applied, they must ensure their full name is on the sheet and use initials to indicate which nappies they have changed.
- **Children's nappies should be checked as soon as possible upon entering the setting to determine if a nappy change is required.**
- Children's nappies should be changed at least once every session and at least once every 4 hours (full day care).
- Under no circumstances shall a child be left unattended on the changing unit
- All nappies must be disposed of in the nappy disposal bin
- The changing mat must be sprayed and wiped with antibacterial spray after each nappy change
- Staff must wash their hands thoroughly before returning to the room
- Older children who are wearing a nappy (18 months +) should be encouraged to wash hands after a nappy change to encourage the beginning of personal hygiene
- Children should be made to feel safe, secure and comfortable during nappy changes. This time must be used to sing or talk to the child on a one-to-one basis and promote a calm relaxed time.
- **All creams to be applied must be authorised by the parent and permission given on a long term medication sheet.**

Bathroom procedure

- Children must be supervised accordingly when using the bathroom according to their age and stage of development, under no circumstances will a child be left in the bathroom alone without a member of staff monitoring them.
- Disposable gloves must be worn when wiping the child after they have used the toilet
- Children will be encouraged to wash their hands each time they use the toilet
- Staff should respect a child's need for privacy during toileting and allow children to make their own choices regarding whether they close the doors, etc. However, staff must remain in hearing distance during toileting.
- Independence is encouraged (e.g. flushing toilets, wiping themselves, washing hands and putting paper towels into the bin)