



Nappy Changing Policy

The following guidelines are Nappy Changing Facilities requirements for service providers in Early Years.

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream). The child should have a named box or bag containing these items and spare clothes in case of accidents.
- Collect the child from the playroom.
- Wash and dry your hands.
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
- Place the child on the nappy changing unit or, if using steps, support the child if necessary to climb up the steps.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them. You should deal with all laundry in a separate, dedicated facility. You should wash all soiled linen separately on the hottest setting that the fabric will tolerate. Always wear personal protective equipment (PPE) when you are handling soiled linen.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- Put on a clean nappy and apply cream if necessary. Take off the gloves and apron and place them in a pedal operated bin. Dress the child.
- Help the child to wash their hands, if this is age appropriate, using liquid soap, warm water and paper towels/hand dryer.
- Wash and dry your hands.
- Take the child back to the playroom.
- Return to the nappy changing area and using anti bacterial spray and paper towels clean the changing unit, surrounding area and underneath the mat before leaving to dry. Place paper towel in a separate pedal operated bin.
- Wash and dry your hands.

Protection for Staff

- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the nurseries designated safeguarding lead (Child Protection Coordinator) immediately.

Working with Parents

- Where parents are present, e.g. during the settling in period, they will be asked to change their child's nappy.
- If a child has any disability or medical need that may affect their personal care routine, a health care plan will be drawn up in agreement with parent/carer.
- Parents will be asked when their child first starts in the nursery whether or not they have any particular needs or any special words or actions used during their nappy changing procedure.



- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Items required:

- Pedal operated/ hands free bin specifically for nappy disposal
- Yellow bags for clinical waste
- Nappy changing mat/ nappy changing unit.
- Steps if needed
- Box for each child's nappies wipes and so on
- Spare clothes
- Privacy or sign on door
- Disposable gloves
- Disposable aprons
- Nappy sacks
- Anti bacterial spray
- Paper towels
- Liquid soap
- Pedal operated bin for paper towels

It is the parents' responsibility to supply nappies, wipes and cream (if required)

Parents will sign an administration form if cream is required and updated monthly.

These guidelines are in accordance with –

Nappy changing facilities in early years, nurseries and large childminding services 10 April 2014. (Displayed with this policy)

Realising the Ambition – Being Me. National Practice Guidance on Early Learning and Childcare Children and Young People (Scotland Act, 2014). Education Scotland 2020.

Space to Grow – Design guidance for early learning and childcare and out of school care settings.

Signed: J.Brady.

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