

Date Valley School

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Nappy Changing Procedure and Policy

Changing time makes the ideal opportunity to communicate with the children on a one to one basis. Please make sure that the experience is a pleasant one throughout. Only staff with a CRB disclosure may change nappies after being signed off as competent in the procedure by the Head of Early Years.

Nappy Changing Procedure:

1. Before you start, make sure that you have everything you need to hand and that you are aware of any individual child's needs.
 - a. Apron
 - b. Disposable gloves
 - c. Correct sized nappy
 - d. Tissue roll (Barrel)
 - e. Wipes
 - f. Cream
 - g. Nappy chart and pen
 - h. Nappy bag for soiled items
 - i. Medical sanitizer
2. Wash your hands and put on a disposable apron and disposable gloves.
3. Collect the child from the room, ensuring he / she is aware of what is happening. Allow the child to walk to the changing area with you.
4. Gently lay the child onto a clean changing mat, placing tissue roll (barrel) under the lower half of their body.
5. Remove lower half of their clothing and the soiled nappy. Place the nappy in a nappy bag and place in the bin.
6. You must ensure that you remain in physical contact with the child throughout the nappy changing procedure by keeping one hand firmly on their tummy.
7. Clean the child's soiled parts using tissue (or wipes) dampened with warm water and where necessary. Remember to clean from front to back using a clean sheet each time.
8. If necessary apply barrier cream using a clean piece of tissue each time you dip into the pot to avoid cross contamination. If parents have provided cream, a medication form must be completed and the cream clearly labelled with the child's name.
9. Dispose of the used wipe / tissue hygienically.
10. Select an appropriate sized nappy (named in bags) for the child and redress the child.
11. Wash hands of child using wet wipes. Older children should be encouraged to wash their hands in the bathroom area.

12. If a child has an unusual soiled nappy, for example an unusual colour or diarrhoea, the parent should be informed. If the child has diarrhoea, the parent will be asked to remove the child and not bring the child back until the child has been clear of the symptoms for 48 hours.
13. If a child does not wear a nappy, but has had an accident and needs to be changed, they should be given privacy and assisted by a member of staff to change into clean clothes.
14. The soiled clothes should be placed in a sealed bag and given to the parents at the end of the session / day.
15. Pass the child back to the nursery room.
16. Clean the changing mat and surrounding area using medical sanitizer and then dispose of the used tissue roll, gloves and apron into the bin provided. Wash your hands with the antibacterial soap.
17. The person who changes the nappy must complete a check chart and sign off.

Children should be sent to school with a relatively clean nappy as sessional children (attending for 3 hours) will only be changed if they have soiled their nappies.

If children's nappies are very wet when they come into Nursery parents may be asked to change their child's nappy before they leave their child.

This policy has been read and approved for Date Valley School, by the Early Years coordinator and the Date Valley Trust Policy Committee.

Date: October 2013