



Nappy Changing Policy

Nappy changing guidelines

Mid Annandale Playcare will always welcome children whether in or out of nappies. Children will not be discriminated against because they are not at the stage of being out of nappies. To reduce the number of changes required parents should change their child into a clean nappy prior to leaving them for their session. Parents should also provide a supply of clean nappies and wipes when leaving their child each day. All nappies should be changed every three hours as a minimum. Staff should complete the nappy log, stating the time, signature and whether the child was wet or soiled. Any additional comments should be added in as well e.g. nappy rash.

Disclosure

Only paid staff that has completed a Protecting vulnerable groups (P.V.G) check will be allowed to assist in this procedure. Management will also ensure that staff has two references including their most recent work place and they are registered with the SSSC. Staff on probation will only change nappies when management/staff team feel comfortable with the staff member's performance.

Safety

For the child's safety, staff will never leave a child unattended on a changing mat. All items will be readily available. This will prevent children from manoeuvring themselves and possibly falling onto the floor. The changing mat should be covered with an intact and smooth moisture-resistant clean cover. If staff are unable to lift children, the changing mat can be moved onto the floor for changing the child.

Hygiene and Disposal

Mid Annandale Playcare have a designated private area for nappy changing and is separate from areas where food is being prepared or eaten or where other children's activities are carried out.

Disposable gloves, aprons, nappy sacks and disinfectant spray are readily available. Infants who have been vaccinated against polio will be excreting this into their nappy and all staff must wash their hands thoroughly after removing disposable gloves. (This is a live vaccine).

For nappy change procedure please see attached.

Best Practice

Mid Annandale Playcare are opposed to leaving a child for any length of time in a soiled nappy. Children should be changed and made comfortable as soon as possible after they have soiled themselves.



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Procedure

Collect children's nappies/wipes etc. and place on the nappy change worktop. All nappies and wipes should be stored in the child's own labelled box.

Place the blue roll on the changing mat, covering the whole surface.

Staff should wash their hands and put PPE on (aprons and gloves). PPE should be collected straight from storage box/drawer.

Collect the child from the playroom. (If the child has been outside please remember to remove their coat, gloves, hats etc.)

Staff should remove the nappy and place in the allocated bin. Then gently clean the child's bottom using their own disposable wipes/cotton wool.

Disposable nappy

All nappies should be put in to a lined nappy bin; any soiled nappies should be placed in a nappy sack and tied before being put into the nappy bin.

Reusable nappy

The liner and contents should be placed in a nappy sack and put into a lined nappy bin. Do not rinse the nappy before putting it in a bag. Tie the bag and label with the child's name. The bag should be placed in a sealed container meant for that purpose, where it is securely left for collection.

If the child requires any cream/ointments then staff must use a new glove to apply the cream. Parent permission should be obtained for use of prescribed creams. Any rashes should be reported to parent/carer.

Remove the bottom part of the blue tissue and your gloves.

Put a clean nappy on the child then remove apron

Dress the child.

Wash your hands and child's hands in the child sink.

Return child to playroom

Staff should complete the nappy log, stating the time, signature and whether the child was wet or soiled. Any additional comments should be added in as well.

Staff should then clean the changing mat and worktop surrounding mat with antibacterial spray and wipe down with disposable kitchen towel and then wash their hands thoroughly. (re-apply PPE)

Put the child's box back in the cupboard.

Notes:

Please ensure the room is kept at an acceptable temperature for the comfort of the child.

Children's nappy boxes will be cleaned at the end of their last day e.g. a child attending Monday and Wednesday; their box will be washed on the Wednesday night. Please ensure the child's name label remains in the box until washed and the box is kept in the cupboard until washing is taking place. Boxes should not be stored on the worktop waiting to be washed.

The nappy change sink must remain clear at all times and only used for hand washing.

The paper towels should be placed in the allocated dispenser and topped up daily.

The nappy bin should be emptied at the end of each nappy change session and taken to the appropriate bin. It is essential that children's nappies are changed and disposed of hygienically, given that their contents may be infectious, potentially transmitting several diseases.

Nappy bins should also be sprayed and wiped out daily.