

Nappy Changing Procedure

How you do it

- Staff involved in nappy changing should wash and dry their hands thoroughly before starting changing procedures.
- They should wear disposable gloves and an apron which should be changed between attending to each child. Hand sanitisers or alcohol-based hand rubs are not a substitute for hand washing.
- Put on PPE (disposable gloves and apron).
- Have child walk up steps and carefully lie down on the changing table.
- Ensure that the child is comfortable and understands what is happening, talk to the child to explain what you are doing and take this time to promote positive interactions.
- Remove the nappy.
- Gently clean the child's using disposable wipes, always wiping from front to back
- Put the dirty nappy and disposable wipes in a plastic bag, tie the bag and put it in a lined bin for used nappies.
- The bin must have a lid, and must not be in areas used for preparing or eating food, or where children play.
- Ensure the skin is dry.
- Check for nappy rash — if the child has a rash, tell their parent or guardian at the end of the day. If nappy cream has been provided by parent and is needed, then: dispose of gloves and put on a clean pair, apply the child's own barrier cream.
- Remove and dispose of gloves and put new gloves on.
- Put on a clean nappy.
- Dress the child.
- Help the child to walk down off of the changing table.
- Wash child's hands.
- Take the child back to the play area.
- Clean the baby-changing unit with non-antibacterial cleaning fluid.
- Dispose of PPE
- Wash and dry your hands thoroughly.
- The member of staff who has changed the child will complete the child's individual changing record located outside of the changing room door hanging up in a folder.

Storage and Disposal

- Each child's supply of clean nappies and any creams etc. will be stored in a separate container clearly labelled with the child's name and easily accessible to the changing area.
- Used disposable nappies will be securely sealed in a nappy sack and placed in the nappy bin. The bin will be lined with a waste bag and should be removed to the appropriate outdoor waste bin at regular intervals. A separate bin will be provided for the disposal of paper towels.
- If a child's clothes have been soiled, or where reusable nappies are used, any solid waste should be flushed down the toilet. Soiled items will be double bagged and labelled before storing in the designated sealed box in the changing room area away from clean items. The bags will be put in the child's bag 5 minutes before the end of session and parents informed when collecting their child.