

NAPPY CHANGING POLICY

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| Approved by |  |
| Date Approved |  |
| Review Date | September 2025 |

This policy sets out the clear principles and guidance on supporting children’s needs with specific reference to nappy changing. It is to be considered in line with our Intimate Care Policy.

***The Equality Act 2010 In line with the above named Act, Little Stars Nursery will ensure:***

* No child who has not achieved continence regardless of age will be refused admission
* No child will be sent home or have to wait for their parents due to incontinence
* Adjustments will be made for any child who has delayed incontinence

**Aims**

* The aims of this policy and associated guidance are:
* To safeguard the rights and promote the welfare of children
* To provide guidance and reassurance to staff who are required to change a child’s nappy
* To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
* To protect children from discrimination and ensure inclusion for all

**Basic Principles**

* At Little Stars Nursery we will bear in mind the following principles when nappy changing:
* Children have the right to feel safe and secure
* Children will be respected and valued as individuals
* Children have a right to privacy/dignity when staff are meeting their needs
* A child’s understanding of toileting procedures is designed to lead to independence Wherever possible, a child’s key worker will carry out a child’s intimate care. Where key workers are not available, we will try wherever possible to ensure it is still a more familiar member of staff.

**Vulnerability to Abuse**

We will ensure that all staff at Little Stars Nursery are familiar with our Safeguarding children policy and procedures to protect children from any form of abuse. They will also be made aware that they are vulnerable to accusations of abuse whilst attending to nappy changing procedures and therefore should act in accordance with agreed procedures.

**Working with Parents/carers**

At Little Stars Nursery we will work with parents when attending to nappy changing routines.

* If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
* Parents will be asked when their child first starts at Little Stars Nursery whether or not their child has any special words/actions/particular needs 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.)

**Achieving Continence**

At Little Stars Nursery we will encourage all our children to achieve continence when they exhibit signs that they are ready in line with our Intimate Care Procedure. We will work in partnership with parents to support them and their child in toilet training.

**Protection for Staff**

As far as possible, nappy changing procedures will be carried out by the child’s key person, protection being afforded to the single member of staff in the following ways:

* Staff will be trained in good working practices which comply with health and safety regulations as set out in our Health and Safety Policy
* Staff will implement the strategies outlined in achieving continence above
* Staff will inform other staff members discreetly that they are taking the child to carry out a care procedure
* If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to a line manager/SLT and documented on CPOMS
* Where staff are concerned about a child’s actions or comments whilst carrying out the personal care procedure, this should be recorded on CPOMS and discussed with a line manager/SLT
* Risk Assessments will be carried out for Toileting and Nappy Changing procedures
* Staff will be trained in the area of intimate/personal care for children with specific needs and procedure for safe moving and handling

**Nappy Changing**

These procedures are to ensure the safety of both the children in our care and the Little Stars staff. A demonstration of the correct procedure for nappy changing should be carried out before any staff member can change nappies. Emphasis must be placed on keeping children safe and the prevention of infection.

* A child’s nappy should be checked on arrival at the nursery. If necessary it should be changed immediately
* All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon. Whenever possible the child should be changed by their Key Person and NEVER by anyone who has not provided a clear, enhanced DBS.
* All nappy changes must be recorded by the member responsible on the Nappy Changing Form. It should be noted whether the nappy was W (wet) or BM (bowel movement), the time of nappy change and initialled by the member of staff.
* A child should be changed immediately if they soil their nappy or it becomes wet.
* Only staff with a valid DBS check will be permitted to change nappies.
* When changing a nappy, staff members must wear a disposable apron and disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
* The changing table and mat must be cleaned with a disposable antibacterial wipe. Hands must be washed after changing nappies.
* Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bacterial spray and blue roll and put away immediately
* Children need to wash and dry their hands after using the potty
* Respect the parent/carers choice of nappies for their child by ensuring you are only using the child’s own nappies. A spare nappy will be used if the child has exhausted their own supply
* Children must never be left unattended on the nappy changing station.
* Children should be encouraged to use the steps to access the mat on the changing table with assistance from staff if they are able; staff should avoid lifting heavy children onto the changing table.
* All nappies and wipes must be put into the nappy bin provided.
* A yellow body fluid bin liner should be place in the nappy bin and used together with a nappy bag cartridge. The yellow bag with dirty nappies, etc. should be emptied as necessary, or at least twice daily (lunch and close of business).
* Wash nappy bins on a Friday with antibacterial spray and leave to air by not replacing a bin liner and lid over the weekend.

***At Little Stars Nursery we will follow the nappy changing procedure below:***

* Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, and cream if necessary (each child should have their own named cream and written permission obtained from the parent). Parents/Carers are expected to provided additional nappies and spare clothes in a named bag each time they attend the setting.
* Wash and dry your hands.
* Put on relevant PPE. You should use new PPE for each nappy change. Gloves must always be worn.
* Place the child on a nappy changing mat 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.
* 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 the nappy bin.
* Put on a clean nappy and apply cream if necessary (see above).
* Take off the PPE and place them in a pedal operated bin.
* Dress the child.
* Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
* Wash your hands using liquid soap, warm water and paper towels.
* Take the child back to the room.
* Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry
* Wash and dry your hands
* Complete the nappy changing log (See Appendix 1)

**Soiling**

Please refer to the intimate care Policy for further procedures if a child is not in a nappy and has a toileting accident or soils themselves. If a child wets or soils their clothes, the soiled clothing needs to be placed in a nappy sack and then into the child’s bag immediately. The same procedure applies with any garments soiled with blood.

**Health and Safety**

The following information has been taken from the Health Protection Agency Guidance on Infection Control in Schools and Early Years Settings (April 2010).

**Personal Protective Equipment (PPE).**

* Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/ body fluids (for example, nappy or pad changing).

**Laundry**

* Wear PPE when handling soiled linen.
* Children’s soiled clothing should be bagged to go home, never rinsed by hand

**Clinical waste**

* Always segregate domestic and clinical waste, in accordance with local policy.
* Used nappies/ pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins.
* All clinical waste must be removed by a registered waste contractor.
* All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection

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| **Name of child** | **Date** | **Wet (W)**  **Bowel Movement (BM)** | **Cream Y/N** | **Signed by staff member providing intimate care** |
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**Appendix 1**

**Little Stars Nursery Nappy Changing Record**

This register is to be completed every time a child’s nappy has been changed or intimate care is given to a child.