



NAPPY CHANGING POLICY

Safeguarding children

The safety of the children is of paramount importance and is our main priority.

Only staff members and the child's own parents are permitted to change nappies. If a child who attends nursery requires a nappy change, then the child's key person is responsible for changing them in the first instance depending upon how the staff are deployed at the time.

Nappy changing is performed in the disabled toilet on the changing unit provided.

Staff will inform colleagues that they are going to change a child's nappy.

The bathroom door MUST be kept open at all times for child protection reasons.

Beehive and Honeycomb nursery recognises the need to attend to the safety and comfort of the children at all times and also to respect the personal dignity of each child. When providing the intimate care required in changing children's nappies staff will follow the following procedures:

NAPPY CHANGING PROCEDURE

1. Place a clean nappy, baby wipes and nappy sack within easy reach
2. Put on a pair of disposable gloves and apron
3. Lie the child on the changing mat carefully, giving lots of reassurance and explain the nappy changing procedure in a simple, reassuring way as they change the child
4. Remove the appropriate items of the child's clothing
5. Remove the child's soiled nappy
6. Clean the child using baby wipes (use wipes/nappy the parent has sent with the child. If none are available, use setting ones, but check child's records first for details of allergies/ eczema etc.)
7. Put the clean nappy on to the child and dress them
8. Lift the child off the changing area and give lots of praise
9. Place the soiled nappy, gloves and wipes into a nappy sack and tie, place in bin and lock lid.
10. Spray and wipe the changing mat with anti-bacterial spray.
11. Wash your hands with anti- bacterial soap and help the child to wash their hands, explaining to them why we need to wash our hands
12. If you need assistance call another member of staff, **do not leave child unattended.**

This Policy was adopted at a meeting of Beehive and Honeycomb Nursery 17th June 2013

Signed *Tracy Buhain* (Tracy Buhain) Director

Barbara Slone (Barbara Slone) Director