



Sandy Lane Nursery and Forest School
"Nurturing curiosity and inspiring imagination"

Nappy Changing Policy

DOCUMENT STATUS

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Sandy Lane Nursery and Forest School

Nappy Changing Procedures

At Sandy Lane Nursery and Forest School, we believe that each child's nappy changing and toileting routine should take place in a positive, calm environment where every child feels safe and secure. We ensure that we comply with parent/carer requests and that we consider each child's individual physical and emotional abilities and needs.

We adhere to the following procedures:

1. Each supported nursery child has a named box which contains a change of clothes, including socks and underwear and spare nappies. For children based in the Garden Room, their box is stored on a trolley in the Garden Room children's bathroom. For children based in Rainbow Room, their box is stored on shelving in the Rainbow Room children's bathroom.
2. Children's nappies are changed on the rise and fall changing table located in the children's bathroom in Rainbow Room.
3. Only nominated staff may change nappies unsupervised, e.g. teachers and teaching assistants employed to work in an ongoing manner at Sandy Lane Nursery and Forest School.
4. Staff must ensure that all they will need is within reach prior to placing the child onto the changing bed, eg, nappy, wipes, bag for disposal, creams (see below).

5. If a child requires a cream to be administered during a nappy change, parents/carers must provide this in a named pot/tube and complete an 'Administration of Medication Consent Form' to be kept by nursery.

6. If a child requires clean clothes as well, they must also be within easy reach.

7. CHILDREN MUST NEVER BE LEFT UNATTENDED ON THE CHANGING TABLE.

8. A new pair of disposable gloves must be worn to change each child and staff must wash their hands when they have completed a change.

9. Soiled nappies must be placed in a plastic bag, tied with a knot and placed in the bathroom bin.

10. Children's personal items should be returned to their named box upon completion of nappy change.

11. Staff must ensure that the nappy changing area is left clean, tidy and ready for the next staff member to use. Antibacterial spray should be used to wipe the surface of the changing table.

12. Staff will place disposable gloves in the bathroom bin and wash their hands thoroughly when they have finished.

13. Children will also have their hands washed thoroughly with running water and liquid soap.

14. Staff will monitor how regularly each child's nappy needs to be changed during the nursery session. They will inform parents if a nappy change has been necessary either verbally or by recording this in their 'Home/School Link Book'.

15. During nappy changing, staff members will interact with the child, provide small resources/books for them to hold and reassure them throughout the procedure.