

# NAPPY CHANGING PROCEDURE

## *Statement of intent*

Bishy Barnabees believes that every child deserves to be respected and valued as an individual.

## *Aim*

Our aim is to ensure that nappy changing is carried out sensitively, respectfully and taking each child's individual needs into account.

## *Methods*

Where possible we will endeavor to ensure that the child's Key Person deals with issues of intimate care. Where this is not possible, these issues will be dealt with by a member of staff who is known to the child.

- Before any intimate care is carried out, the member of staff will explain to the child what is happening, where they are going and what they will be doing and why.
- Throughout this procedure the member of staff involved will talk through the process with the child in language that is appropriate to the child's age and development.
- The member of staff will gather all necessary equipment e.g. child's nappies and wipes.
- Place the child on the changing mat ensuring they are safe.
- Remove all outer clothing such as, shoes, slippers, trousers
- Staff to put on disposable gloves and aprons
- Undo vest (if applicable) and the soiled nappy, placing the nappy in the square plastic box or nappy bag then clean the child's bottom with their wipes or cotton wool.
- A clean nappy is then placed on the child followed by the vest.
- Remove gloves and place in the plastic box or nappy bag along with the nappy before dressing child in case they have become soiled.
- The member of staff must then remove the apron and either place over the nappy, wipes and gloves lifting them out in one go or place the apron on the work surface and tip the box into the apron. Twist the apron around, keeping the soiled nappy etc. tight inside. The apron may also be placed in the nappy bag.
- Place the twisted apron or nappy bag into the nappy bin.
- Remove child from mat, while holding baby or placing older child on the floor, wipe the changing mat with antibacterial spray and clean dry. Place this in the nappy bin.
- Wash hands using the Hand Sanitiser. Older children should be encouraged to wash their hands in the hand basin before leaving the changing room.

This policy also applies to children who have soiled their clothes.

This policy was adopted in June 2012, updated July 2015.  
Reviewed March 2017

Please read in conjunction with the Key Person Policy.