

# University of Warwick Nursery

## Nappy Changing Policy

### Policy Statement

The University of Warwick is an inclusive setting open to all children from different backgrounds, religions, cultures, and disabilities. No child is excluded from attending the setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent at any age group within the setting. We aim to support children's care and welfare daily in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Babies and toddlers will have their nappies changed according to their individual needs and requirements by their key worker wherever possible.

Information will be shared between parents and key person about nappy changing and toilet training via the Parent Zone or during face-to-face feedback at the end of each session.

We will ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties.

### Nappy changing principles

These procedures are to ensure the safety of both the children in our care and the nursery staff.

- A child's nappy should be checked on arrival at the nursery.
- 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 satisfactory DBS. All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was wet (W) or Soiled by a bowel movement (S). The time of the nappy change should also be recorded.
- A child must be changed immediately if they have soiled their nappy.
- Only staff will be permitted to change nappies. Every member of staff has a valid DBS check.
- When changing a child's nappy, PPE must be worn by the member of staff. A PVC nappy changing apron and disposable gloves must be worn during each nappy change. Gloves are to be discarded after every use and the apron disinfected and wiped down between each nappy change.
- Should a member of staff have any concerns about a child, they should follow the child protection procedures.
- The nappy changing area must be disinfected with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe dry with blue paper towels before changing the next child.
- Children must never be left unattended on the nappy changing area.

- All toddlers and young children should be encouraged to use the steps to access the nappy changing area, if appropriate to do so and staff are not to lift heavy children onto the changing area.
- All nappies and wipes must be put into nappy sacks and disposed of in the nappy bin provided.
- All nappy bins need to be emptied at the end of each day and taken to the bin store in the nursery car park and disposed of in the yellow nappy bins. Gloves and apron must be worn when doing this.
- All nappy bins must be disinfected and leave to air dry at the end of each day. A clean bin liner is not replaced until the next morning.
- Soiled underwear- If a child has a wet accident, the wet underwear needs to be placed in a nappy sack and hung on their peg. Any child who has had a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the toilet area until parents collect the child. Explain to the parents the condition of the underwear giving them the choice of keeping the underwear or allowing the staff to dispose appropriately in the nappy bin. The same procedure applies with any garment soiled with blood.
- Re-usable nappies are provided by the parents and taken home to wash. Soiled re-usable nappies will be stored in their wet bag or nappy sack only after removing the tissue layer and any stools.
- Creams used during nappy changing are provided by the parents and stored with the child's clean nappy supply.
- Never leave a child unattended on the nappy changing area under any circumstances.

## **Nappy changing procedure**

1. Staff member to put on PPE, disposable gloves, and PVC apron.
2. Collect the child's clean nappy, wipes, and cream.
3. Ask the child if they can change their nappy and take the child to the bathroom.
4. Place the baby onto the changing unit or support toddler to climb up the stairs of the unit and lie on the changing area.
5. Remove soiled nappy.
6. Wipe and dry child clean, from front to back if female. Always put the soiled wipes in the discarded nappy, ready to put in the nappy sack.
7. Apply cream if required and put a clean nappy on. Ensure that the sticky tabs on the nappy are to the back and secure comfortably.
8. Re-dress the child and encourage toddlers to wash their hands before returning them to the playroom.
9. Place discarded nappy in a nappy sack and place in nappy bin.
10. Spray with antibacterial spray and wipe changing area.
11. Remove gloves and put in the nappy bin. Wipe down the PVC apron with antiseptic spray and blue paper towels.
12. Wash hands.

Children are changed within sight of other staff whilst always maintaining their dignity and privacy. Changing areas are to be comfortable and safe for all children. Staff are gentle and kind when changing nappies or soiled clothing. Staff avoid pulling faces or making negative remarks/comments

when changing a child. Staff ensure that nappy changing is a relaxed time, promoting independence in young children and a time for conversation and bonding, making it a learning experience for the child.