



University of
St Andrews

Nappy Changing Policy (Nursery)

Document Type	Policy
Scope (applies to)	All member of the Nursery staff and management and parents/carers
Applicability date	21.11.2022
Review	21.11.2023
Approver	Assistant Director Children's Services
Document Owner	Nursery Manager
School / Unit	Saints Sport / Nursery
Document Status	Active
Information Classification	Public
Equality impact assessment	None
Key Terms	Nappy changing
Purpose	This document has been drawn to ensure the correct procedure for nappy changing of children is followed within a nursery setting.

Version Number	Purpose / Changes	Document Draft	Author of changes, role and school / unit	Date
1.1	Update	Live	Nursery Manager	21/11/2022

1. Statement of Purpose

We recognise that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed within our setting regardless of their progress towards being fully toilet trained.

The following policy outlines procedures and considerations for nappy changing or when changing a child who is not fully toilet trained. We view toilet training as a self-care skill that children will have the opportunity to learn, with the full support and non-judgemental concern of staff. Hygienic nappy changing practice and effective decontamination of equipment and the environment is vital to reduce the risks of transmitting infection to children and staff. This guidance is also relevant when attending to a child who requires a change of clothing.

Throughout this guidance the term '*parents*' is used to include all main caregivers.

2. Responsibilities

2.1

Staff should ensure children feel safe and secure throughout the activity and that they are respected and valued as individuals. Children have a right to privacy and dignity when their needs are being met and staff should ensure this is maintained at all times. The quality of the child's experience is paramount during this time. Nappy changing should be a nurturing experience and can play an important part in the process of building a positive relationship between the adult and child. Staff should make eye contact with the child, communicate with the child and offer praise and encouragement throughout the experience. Staff should ensure that nappies are changed regularly throughout the day and promptly after soiling. There will be no longer than a 4-hour gap between changes.

2.2

All staff have a responsibility for changing the children's nappies. They must respond when a child is soiled in order to ensure prompt attention. A record will be kept by the staff member of changing times and any observations such as nappy rash or loose movements etc. This information should be shared with the parent when the child is collected.

2.3

All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

3. Equipment and Procedures

3.1

Children will be changed in a warm, well ventilated, designated changing area which allows privacy for the child, has access to appropriate temperature running water, and has surfaces which can be easily wiped down and disinfected. The changing area must have appropriate facilities and should be separate from the playroom and away from food preparation areas, serving areas and laundry areas. Nappy changing areas should be designated for that use only. (As per '[Space to Grow](#)', [Scottish Government, 2017](#) - Section 02: Environment. There is a Jack and Jill nappy changing area which there is an entrance through the 0-2 and 2-3 room with two available changing mats.

Further information from the [Care Inspectorate on nappy changing facilities](#) can be found. For older children a clean, intact, wipeable changing mat placed on the floor may be used however, small steps are available for older children to use to support staff with moving and handling. The safety of children must be paramount, and no child should be left unsupervised on a changing unit.

3.2

Staff involved in nappy changing should wash and dry their hands thoroughly before starting changing procedures. They should wear disposable gloves and an apron which should be changed between attending to each child. Hand sanitisers or alcohol-based hand rubs are not a substitute for hand washing. Non-fragranced wipes should be used to clean the child, always wiping from front to back. Parents may prefer to supply their own choice of wipes. Babies and young children will be encouraged to wash their hands to help establish good hygiene habits. After changing, the child should be dressed and returned to the playroom. (Please find nappy changing procedure, Appendix 1)

3.3

Where children are participating in potty training, an area of the children's toilets will be screened off to allow privacy and ease of emptying potties. Children should become familiar with the toileting area to develop confidence and familiarity with the environment. Children should be given the opportunity to use the toilet independently or be given assistance as required. All children will be encouraged to adopt good personal hygiene habits.

4. Storage and Disposal

4.1

The nursery provides nappies and wipes for children. Nappies will be kept in a box with a lid and wipes in the units underneath the changing area. Staff are to inform management when supplies need topped up. Children who supply nappies and any creams etc, will be stored in a separate container clearly labelled with the child's name and easily accessible to the changing area. These items will be kept solely for the individual child's use and the key person should inform the carer when supplies need to be topped up.

4.2

Used disposable nappies will be securely sealed in a nappy sack and placed in a lidded pedal bin designated for the purpose. The bin will be lined with a waste bag and should be removed to the appropriate outdoor waste bin at regular intervals (lunch time and evening time) this will be done more frequently if required. A separate bin will be provided for the disposal of paper towels.

4.3

If a child's clothes have been soiled, or where reusable nappies are used, any solid waste should be flushed down the toilet. Soiled items will be bagged and labelled with the child's name and date before storing in the designated area away from clean items for collection by the parent.

4.4

The member of staff should ensure that the changing mat/unit and any touched surfaces are left clean and disinfected with non-antibacterial surface cleaner. Where potties are used,

they should be cleaned thoroughly after use in a separate area from that used for hand washing. They should be cleaned using a non-antibacterial cleaner and then stored upside down out of reach of children. Finally, staff should remove their protective gloves and apron disposing of them appropriately and wash and dry hands thoroughly once more.

See also:

Infection Control Policy
Child Protection Policy
Health and Safety Policy

Links to national policy:

When reviewing your policy, please reflect on the 'Health & Social Care Standards My support, My life' - <https://www.gov.scot/publications/health-social-care-standards-support-life/>

Safe nappy-changing

<p>What you need</p>	<p>A clean waterproof changing mat (do not use if torn or broken) A clean nappy (disposable or non-disposable) Water-based disposable wipes, or soap and water and disposable wipes The child's own tub or tube of barrier cream. Do not use shared tubs or tubes of barrier cream A plastic bag (or nappy sack) for the used nappy PPE for staff – a single-use disposable plastic apron and disposable gloves (on both hands)</p>	
<p>How you do it</p>	<p>Wash your hands. Put on PPE. Remove the used nappy and dispose of as follows.</p>	
	<p style="text-align: center;">Disposable nappy</p>	<p style="text-align: center;">Reusable nappy</p>
	<p>Put the dirty nappy in a plastic bag, tie the bag and put it in a lined bin for used nappies. The bin must have a lid, and must not be in areas used for preparing or eating food, or where children play.</p>	<p>Put liner and contents in the toilet or follow manufacturer's instructions. (If you use a septic tank, put the liner and contents in a plastic bag, tie the bag and put in a lined bin for used nappies. The bin must have a lid, and must not be in an area where food is prepared or eaten, or where children play.) Do not rinse the nappy before putting it in a bag. Tie the bag and label with the child's name. Put the bag in a sealed container meant for that purpose, where it can be securely left for collection.</p>
<p>Gently clean the child's bottom using warm soapy water or disposable wipes. Rinse any soap away. Dry the skin gently but thoroughly. Check for nappy rash – if the child has a rash, tell their parent or guardian. Use the baby's own barrier cream if necessary. New glove should be used to apply cream if required. Put on a clean nappy. Nappy changing mat should be clean before wiping the child's bottom. Remove your PPE and wash hands. Dress the child. Take the child back to the play area. Clean the baby-changing mat with detergent and water. Wash your hands.</p>		

Using potties

<p>What you need</p>	<p>A clean potty, a separate sink for cleaning the potty where available and a wash hand basin for washing your hands.</p>
<p>How you do it</p>	<p>After the child has used a potty, put on PPE and put contents of the potty into a toilet. Remove residue with toilet roll and flush down the toilet. Clean the potty with detergent and water or paper towels with detergent and water. Dry with paper towels (or kitchen roll). Remove PPE, then wash your hands, then help the child to wash their hands. Put potty in a clean, dry area – do not store potties one inside the other.</p>

Using toilets

<p>What you need</p>	<p>A clean toilet and a hand wash basin.</p>
<p>How you do it</p>	<p>Always inspect toilet area (including toilet seats) before used, and during the day to make sure visibly clean. If needed, help children use the toilet and wash their hands afterwards. Wash your hands after helping the children use the toilet.</p>

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