

Nappy Changing Policy

Colgrain Pre-5 Unit

This policy was adopted at a meeting of:

Colgrain Pre-5 Unit

On *(date)*: 22/05/23 Review Date: August 2024

Signed: Chelsey Dolan

Designation: Lead Practitioner.

This policy is underpinned by the UNCRC and Health and Social care Standards as reflected below.

Articles of the UNCRC (the UN Convention on the Rights of the Child)	
Article 3	The best interests of the child must be a top priority in all decisions and actions that affect children.
Article 5	(parental guidance and a child's evolving capacities) Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.
Article 12	(respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
Article 24	(health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy.

Health and Social Care Standards: My support, my life (Health and Social Care Standards - My support, my life.)	
1.0	I experience high quality care and support that is right for me.
1.1	I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.
1.4	If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.
4.11	4.11 I experience high quality care and support based on relevant evidence, guidance and best practice
5.4	If I require intimate personal care, there is a suitable area for this, including a sink if needed.
1.15	My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices

Statement of Purpose

We recognise that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed within the Early Learning and Childcare (ELC) 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 have the opportunity to learn with the full support and non-judgemental concern of staff.

It is important that all members of staff have a clear understanding of their role in preventing the spread of infection and are familiar with guidance, policies and procedures that are in place to prevent and control infection in childcare settings (1). 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.

Responsibilities

Staff should ensure children feel safe and secure throughout the nappy changing experience and 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 (2). 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.

The child's key person will be responsible to ensure routine nappy changing but all staff have a responsibility to respond when a child is soiled in order to ensure prompt attention.

Whoever is changing the child will inform the other members of staff that they are going to change the child. This will be done sensitively especially when other children are present.

A record will be kept by the key person with changing times and any observations such as nappy rash or loose movements etc. This information will be shared with the parent when the child is collected and via face to face or in the child's individual notepad.

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

Equipment and Procedures

Children will be changed in a warm, well ventilated, designated changing area which allows privacy for the child, including a hand-washing sink and has surfaces which can be easily wiped down and disinfected. The changing area is separate to play areas, food preparation areas, serving areas and laundry areas (3)

A nappy changing unit which conforms to BSI 8 (4), will be used when changing babies and very young children. The changing unit can be lowered using the remote control as required.

The safety of children must be paramount and no child should be left unsupervised on a changing unit.

Staff involved in nappy changing should wash and dry their hands thoroughly, using the designated sink for hand washing only, before starting changing procedures and should wear disposable gloves and apron which should be changed between attending to each child.

When changing a child you should use disposable wipes or non-antibacterial soap from a hands-free dispenser. The child should always be cleaned by wiping from front to back. All nappies, wipes and barrier creams must be provided from home and only used by one child. Older babies and young children should be encouraged to wash their hands to help establish good hygiene habits (5).

After changing, the child should be dressed and returned to the playroom.

Children should become familiar with the toileting area to develop confidence and familiarity with the environment. Children have the opportunity to use the toilet independently or be given assistance as required. All children will be encouraged to adopt good personal hygiene habits.

Storage and Disposal

Each child's supply of clean nappies and any creams etc. will be stored in a separate lidded container, which is easily wiped and is clearly labelled with the child's name. These are 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.

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 this should be removed to the appropriate outdoor waste bin at regular intervals. A separate bin will be provided for the disposal of paper towels.

Staff should change their protective gloves before applying any nappy barrier cream, disposing of them appropriately.

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 double bagged and labelled before storing in the designated area away from clean items for collection by the parent.

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.

Finally both gloves and apron should be removed, disposing of them appropriately then wash and dry hands thoroughly once more.

This process will be repeated for each child who requires to be changed.

Monitoring of this Policy

It will be the responsibility of Pauline Walsh, Head Teacher to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented.

This will be achieved by regularly inspecting the changing area for cleanliness and supplies and ascertaining whether the appropriate records are being maintained and parents kept informed. To aid the consistent implementation of this policy a procedure steps to be followed when nappy changing will be displayed within the changing area and also within the playroom for parental information.

See also:

Infection Control Policy

Links to national policy

<https://hub.careinspectorate.com/media/2544/sg-health-and-social-care-standards.pdf> (1)

http://www.unicef.org.uk/Documents/Publication-pdfs/UNCRC_summary.pdf (2)

[Scottish Government's building standards handbook](#) (3).

<https://hub.careinspectorate.com/media/1558/nappy-changing-guidance-for-early-years-and-childcare-services.pdf> (4)

<https://hub.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf> (5)

Find out more:

<https://www.gov.scot/policies/qirfec/principles-and-values/>

<https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf>

<http://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcare-settings-0>

[Early learning, childcare and out of school care services: design guidance - gov.scot](https://www.gov.scot/publications/early-learning-childcare-and-out-of-school-care-services-design-guidance/pages/1-1-introduction.aspx)
(www.gov.scot)

Appendix 1

Colgrain Pre-5 Unit

Nappy Changing Procedure

Statement of Purpose

We recognise that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed within the Early Learning and Childcare (ELC) setting regardless of their progress towards being fully toilet trained.

In devising this policy we have referred to the guidance within the following documents:

[Infection Prevention and Control in Childcare Settings](#)

[Nappy changing facilities for early learning and childcare services](#)

Children's dignity and privacy should always be respected when changing a child.
No child should ever be left unattended on the changing unit.

Preparing to change:

Ensure changing mat is clean and is not torn or broken. If torn or broken do not use and report to manager immediately.

Collect/check you have all items required before you get started:

- A clean waterproof changing mat.
- A clean nappy (disposable or non-disposable).
- Warm water and soap or 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). **Wash hands and put on PPE before you start the changing procedure.**
- Waste bin for disposal of disposable nappies or other container, if required, for reusable nappies.

Changing the child:

- Remove the disposable or reusable nappy.
- Put the dirty disposable nappy (**or liner if reusable 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.
- **If using reusable nappies, put in a nappy bag, (double bagged). Do not rinse the nappy first. Tie the bag and label it with the child's name. Store in a designated sealed container, meant for this purpose, where it can be securely left for collection by the child's parent/guardian.**
- Cleaning and re-dressing the child - 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 at the end of the day. – face to face discussion or in the child's individual notepad
- Dispose of gloves and put on a clean pair.
- Apply the baby's own barrier cream. Remove and dispose of gloves.
- Put on a clean nappy.
- Dress the child.
- Wash the child's hands.
- Wash your hands.
- Take the child back to the play area.
- Clean the baby-changing mat with detergent and water (if body fluids present wear PPE).
- Wash your hands.

Wet Soiled Clothing

Changes can take place in the changing area or a toilet cubicle. Aprons and gloves must be worn and soiled clothes should be double bagged in a nappy sack. Wash hands after changing each child.

Nappy Cream

Parents are required to complete a consent form for nappy cream to be applied. Only nappy cream provided for a specific child can be applied to that child.

I have read and understood the above procedures

I have read and understood this policy.			
Staff Name - Print and Sign	Date Reviewed		
Chelsey Dolan	March 23	August 24	
Sandra Cunningham	March 23	August 24	
Wilma Brown	March 23	August 24	
Gillian Dougan	March 23	August 24	
Fiona Porter	March 23	August 24	
Angela Collins	March 23	August 24	
Courtney Williams	August 24	August 24	
Aimi Sharkey	August 24		
Rechelle Calderbank`	August 24		
Leila Dick	August 24		
Cherri Clemmett	August 24		
Nicole Campbell	August 24		
Tatyana Morrison	August 24		

Appendix 1

WEEKLY Consent to apply nappy cream provided by the parent/guardian			
Child's Name	Name of cream	Date from	Date to
I hereby agree to the above cream being applied to my child when required as part of the nappy changing routine.		Please sign:	

Nappy Changing and Toileting Record

Date and time	Reason for change	Staff Initial	Child Initial

November 2022

[illegible]

