

20. NAPPY CHANGING

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This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.

Relevant staff have received training on this policy.

(With references from: Health Protection Surveillance Centre, Preschool and Child Care Facility Subcommittee, Management of Infectious Disease in Child Care Facilities and Other Child Care Settings)

Statement of Intent: The Service aims to ensure that nappies are changed in a caring and hygienic manner in a way agreed with the parents/guardians.

Policy and Procedure:

- In the interests of health and safety and best practice staff should ensure that when this procedure is taking place there are always two staff or at least another adult in full view of the procedure.
- Separate nappy changing facilities are provided.
- Rooms are equipped with disposable gloves/aprons for the staff and they must use a fresh pair of gloves for every nappy change.
- Each child has a designated storage facility which is labelled and includes their own nappies, wipes/cotton wool and barrier creams such as Vaseline or Sudocrem.
- There is no cross use of any of the creams, in the event that a spare nappy is borrowed it is documented on the nappy changing record and a replacement is given as soon as it is available. In the event that any supplies run out, parents/guardians are notified immediately or ideally in advance to say

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that supplies are running low. Parents/guardians are asked to replace or replenish these supplies as quickly as possible.

- A record of all nappy changes is kept on a daily basis for each child on the nappy changing record sheet and recorded in the child's communication book (daily diary).
- Nappies will be checked every 2 hours or more often as necessary. A child should never be left in an uncomfortable situation and nappies should be changed as regularly as a child's comfort and hygiene demands. Children will be told they are being taken to the nappy changing area.
- Staff should follow the nappy changing rota and ensure that adequate staff ratios are adhered to.
- Staff will be sensitive to the child's needs and will treat the child with respect and dignity at all times.
- Staff should interact (sing and chat) and reassure the child appropriately during the nappy change.
- All staff are aware of manual handling procedures when lifting children. These procedures are on display in the nappy changing area.
- All Staff will be trained in hygienic nappy changing procedures.
- Staff undertaking nappy changes must not be involved in food preparation.
- Changing mats will be checked weekly for tears and replaced as necessary.
- The changing mat area will be cleaned **before** and **after** each nappy change with anti-bacterial cleaner and dried with a paper towel.
- The nappy changing room is cleaned and checked at regular intervals throughout the day and this is documented on the cleaning chart.
- Nappy bins will be emptied at regular intervals. Bins will always be emptied at the end of every day.
- Staff will report to the Manager immediately after the nappy change if the child is unduly upset or if they have any concerns or notice any marks, rashes bruising etc.

Children will never be left unattended. If required another staff member is always available to provide assistance.

Facilities:

- The nappy changing facilities do not communicate with any occupied room or food room, except by means of a hall, corridor, ventilated lobby or ventilated space.
- The facility is provided with adequate ventilation either naturally via openable windows or by means of mechanical ventilation.
- The surfaces of the area (i.e. worktop surfaces, walls, floor and ceiling) are smooth, durable and easy to clean.
- There is one nappy changing unit (wash hand basin and changing mat) provided for every ten children in nappies.
- Each wash hand basin has running cold and hot water, disposable liquid soap (ideally wall mounted) and paper towel dispensers. A pedal bin is provided for the disposal of paper towels.
- Mixer taps are hands free such as wrist, elbow, knee-operated or automatic sensor taps.
- Changing mats are waterproof, have an easily cleanable cover and in a good state of repair, i.e. no breaks or tears.
- Single use disposable gloves are available at the unit i.e. powder free synthetic vinyl or latex gloves.

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- Appropriate shelving/safe storage is provided to accommodate all necessary nappy changing equipment, i.e. gloves, individual children's nappy supplies and creams/lotions.
- Nappies and gloves are disposed of by placing in a leak proof, cleanable and sealable/airtight container.

Procedure for Changing a Nappy: Hygienic nappy changing practice is important to prevent germs being transmitted to other children, staff and to the surrounding environment:

- Staff undertaking nappy changes should not be involved in the preparation, cooking or serving of food. If this is unavoidable, staff should wear appropriate disposable gloves and aprons and wash their hands.
- Staff should ensure that they have all the equipment at hand and that their hands are clean before they start.
- Single use disposable gloves must be worn, i.e. powder free synthetic vinyl or latex gloves.
- Ensure creams and lotions are not shared between children. Creams and lotions for each child should be individually labelled.
- Nappies and gloves are disposed of by placing in a leak proof, cleanable and sealable/airtight container.
- Non-disposable nappies are double bagged and placed directly into plastic bags to give to parents. Solid faecal matter is disposed of into the toilet.
- Never rinse or wash non-disposable nappies because the risk of splashing may cause germs to spread to staff or children.
- Clean and dry the changing mat after each use. If soiled, clean, then disinfect using a chlorine based disinfectant, (according to manufacturer's instructions), rinse and dry after use. All surfaces must be cleaned and disinfected daily (including nappy changing unit and surrounding surfaces).
- Staff must always wash their hands before and after every nappy change using warm water and liquid soap. Hands should be dried by means of single use disposable paper towels.
- The changing mats are checked on a regular basis and discarded if cover is torn or cracked.

Changes and abnormalities to be reported to parents/guardians and recorded:

- Any change in colour, frequency or consistency of stools.
- Green stools (may indicate under or over feeding, or infection).
- Blood.
- Watery stools and unpleasant smell.
- Passing urine less frequently.
- Urine which is dark in colour (may be due to dehydration).
- Baby has difficulty in opening the bowels or produces stools which are small and hard.
- Baby cries when opening the bowels.
- Nappy rash.

Signed: _____ **Date:** _____

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Name:

Person responsible for approving the Policy

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