



Nappy changing procedures

Children's nappies will be checked on an hourly basis starting at 9.30 am and checked every hour thereafter.

Record keeping

A nappy changing chart will be filled in detailing the name of the child, the time they were checked, if they were changed, if wet or soiled and the name and signature of the person that carried this out. At the end of each session parents will be given a slip which will tell them what time their child's nappy was changed and if it was soiled or wet.

A staff rota will be in place daily naming the member of staff responsible for checking and changing nappies with a second named person in the event of sickness.

Protective clothing

The setting provides disposable gloves and plastic aprons for staff to wear when handling bodily fluids such as urine, faeces, blood or vomit. They will always be worn during nappy changing. Hands are washed after every nappy change with anti-bacterial soap.

Cleaning up bodily fluid spills

Any spillage of bodily fluids should be cleaned up immediately using antibacterial spray. This should always be done wearing disposable gloves and will be disposed of appropriately. Any contaminated clothing should be removed from the child and given to the parent to take home in a disposable carrier bag. Hands are washed after every nappy change with anti-bacterial soap.

Nappy changing areas

We aim to ensure that:

- Nappies are changed in designated areas away from play facilities and food or drink.
- Soiled nappies are disposed of in a designated nappy bin.
- Nappy bin to be changed twice daily.
- Nappy changing table are cleaned with anti-bacterial solution and covered with couch roll after every nappy change.

Children on potties

- Potties are only used in designated areas away from food and drink.
- A designated sink for cleaning potties (not a hand basin) should be available.
- Contents of the potty should be flushed down the toilet. The potty should be cleaned with soapy water, dried and stored inverted to allow to dry.

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To be reviewed: 06.01.18