

Nappy changing policy  
Toy Box Nursery LTD

Parents are to provide nappies, wipes and cream for their child. Toy box will provide nappy sacks and dispose of the waste using the sanitary bin in the baby room. This bin will then be emptied in the yellow bin outside at the end of each day.

Procedure for changing.

Key person to change child's nappy. If the key person is not on the premises then the secondary nominated person for the child will change his/her nappy.

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, cotton wool, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent). It is a good idea to have a named bag for each child containing these items and spare clothes in case of accidents.
- Wash and dry your hands.
- Put on gloves and apron. **You should use a new set of gloves for each nappy change.**
- Place the child on a nappy changing mat.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- Using the wipes/cotton wool clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the sanitary bin.
- Put on a clean nappy and apply cream if necessary.
- Take off the gloves and place them in the bin.
- Dress the child.
- Take off the apron and place in the bin.
- Wash your hands using liquid soap, warm water and paper towels.
- Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat.
- Before leaving to dry and then wash and dry your hands.

Signed on behalf of the setting by:

..... Owner                      Date:

..... Manager                      Review Date:

