



BBUFA Crèche Nappy Changing Policy and Procedure

When children are settled in a crèche it can be distressing when a parent returns and changes a child only to then leave them again once the task has been completed. All our staff are competent and sensitive to deal with intimate care tasks for children and will happily change children's nappies in line with the child's needs and the parents' wishes. We seek to ensure that this process is done in a positive, happy environment where the child feels relaxed and at all times will adhere to the following procedure;

- Before changing the child's nappy ensure that you are aware of any particular needs of the individual child, i.e. special cream to be used, special nappies etc.
- Nappies must always be changed in the designated nappy changing area.
- Only nominated staff may change nappies unsupervised. Students and non nominated staff and staff who have not yet received a CRB disclosure may only change nappies under strict supervision.
- Ensure all items needed are within reach of the changing mat.
- Staff must wash their hands prior to changing a child. Disposable gloves and a disposable apron must be worn. Hands must be washed after the nappy changing procedure. Gloves and aprons must be discarded and new items used for each child.
- Children should be changed on the nappy changing mat and care must be taken that the child cannot slip off this area where it is raised.
- **CHILDREN MUST NOT BE LEFT UNATTENDED AT ANY TIME.**
- Children must be washed and if necessary the correct cream applied carefully.
- Check that the child's outer pants are clean and dry. Change them if appropriate.
- Nappies must be wrapped in the plastic bags provided and placed in the appropriate sealed bin in line with the site procedures. Where there are no nappy collection systems, the sealed soiled nappy must be returned to the parent for disposal.
- The changing time must be noted on the child's care record.
- Children's own personal items should be returned to their own bag.
- When nappy changing is complete ensure area is left clean and tidy, changing mats should be cleaned after each use and sprayed with anti bacterial spray.
- Nappies are changed throughout the session depending upon children's individual needs and routine. No child will be left longer than two hours without the nappy being checked and when necessary changed.
- During the nappy changing procedure the staff member will interact with the child, talking about their day, singing a rhyme or counting their fingers or toes.