



**London Borough of Waltham Forest**

# **Nappy Changing Policy**

**Early Years, Childcare & Business Development Service**

LBWF Early Years, Childcare & Business Development Service have written this document to help you write vehicle records (including insurance) for your setting. This document is for reference only and you must adapt it to reflect the service your setting offers. To download guidance on other policies and procedures go to <https://thehub.walthamforest.gov.uk/>

Whenever we say parents in this document we mean parents and carers and whenever we say child we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special educational needs and disability (SEND)).

### **Points to consider**

- Are all children included in your setting regardless of whether or not they are toilet trained?
- Do you work with parents to make sure that you are consistent with toilet training procedures if this is appropriate? Some children may have medical conditions or are not ready to be toilet trained.
- Have you made reasonable adjustments to your provision to accommodate children who need to have their nappies changed and ensure their privacy?
- Do you ask parents about their child's needs during nappy changing such as whether they use wipes or cotton wool, disposable nappies or pull ups, if they use cream and if the child has a favourite song or nursery rhyme?
- Do you record each nappy change to include the time and whether the child was wet, dry or soiled and how do you share this information with the parents?
- How often do you check each child's nappy?
- Is the key person responsible for changing their child's nappy and what would you do if the key person was unavailable?
- Do you show the children a nappy first before leading them to this or do they know what is coming?
- Do you consider children with disabilities and medical needs in your policy?

### **Procedure**

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream). It is a good idea to have a named box or 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 and apron for each nappy change.
- Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
- 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. You should deal with all laundry in a separate, dedicated facility. You should wash all soiled linen separately on the hottest setting that the fabric will tolerate. Always wear personal protective equipment (PPE) when you are handling soiled linen.

- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- Put on a clean nappy and apply cream if necessary. Take off the gloves and apron and place them in a pedal operated bin. Dress the child.
- Help the child to wash their hands if this is age appropriate, using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- 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.

### **Items needed**

- Pedal operated/ hands free bin specifically for nappy disposal
- Yellow bags for clinical waste
- Nappy changing mat / nappy changing unit.
- Steps if needed.
- Box for each child's nappies wipes and so on
- Spare clothes
- Screen if needed to ensure privacy or sign on door
- Disposable aprons
- Disposable gloves
- Nappy sacks
- Anti-bacterial spray
- Paper towels
- Liquid soap
- Pedal operated bin for paper towels

You should refer to the guidance on infection control in schools and other childcare settings at [www.gov.uk](http://www.gov.uk)

### **Personal protective equipment (PPE).**

Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/ body fluids (for example, nappy or pad changing).

### **Laundry**

Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

### **Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/ pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

See disposal of nappies, aprons and gloves procedure for more information.

Some local districts and boroughs allow a small number of nappies to be disposed of in normal waste. Check this with your local district or borough council.