



Nappy Changing Routine Policy

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Policy Creation & Review	
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Nappy Changing Routine Policy

- Hands to be washed before first nappy change.
- Gloves and disposable apron must be worn while changing nappies and soiled clothes.
- Never leave the child unattended on the changing mat
- Have all items required gathered before starting.
- Staff should not lift children. Access to the changing unit should be by the steps attached to the unit and children must be accompanied by an adult at all times.
- Talk with the child throughout the process, letting them know what is going to happen next.
- Always use wipes to clean the child, cotton wool and warm water should be used if child has nappy rash or any form of sore bottom.
- All wipes/gloves/aprons and disposable nappies to be bagged in nappy bag and disposed of in nappy bin, using your foot to operate the bin.
- Clean gloves to be worn should the child require any cream.
- Child to have fresh nappy put on and dressed.
- Changing mat to be wiped down with orange multi surface cleaner spray after every child.
- Any spillages on the floor must be wiped up using paper towels then cleaned with detergent, towels to be disposed of in nappy bin. Wet floor sign to be placed in area.
- Both staff and children's hands to be washed after each nappy change.
- Changing forms and cleaning forms to be filled in appropriately.

End of Day

- All areas to be wiped down with multi-purpose spray.
- Floor to be moped using detergent (cleaner)
- Individual nappy boxes to be filled.
- Staff to sign cleaning form once cleaning has been completed.
- Any breakages/faults to be reported to management.
- Nappy bags to be disposed of in large nappy wheelie bin outside the front of the premises (at the end of every change).