



POLICY DOCUMENT

Policy title: **NAPPY CHANGING PROCEDURE**

Last reviewed: July 2017

Document control

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| <i>Version</i> | 1 |
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| <i>Staff consultation needed: Yes/No</i> | <i>No</i> |
| <i>Next review of this document:</i> | <i>July 18</i> |

Introduction

Personal care routines are essential to a child's day, raising self esteem encouraging independence and emphasizing with individuals feelings leading to successful settling in and security for the children to feel safe.

It is vital that children's dignity is respected at all times and that routines are supported by preferred carers.

The following procedure must be adhered to at all times as this is paramount to the child's safety and wellbeing whilst in the setting.

Procedure:

- Nappies must be checked every hour and changed every two as a bare minimum requirement. This must be done in addition to parents requests on a care plan.
- All nappy checks/changes are recorded on the care sheet and signed by the family worker who changed the child.
- All articles needed are collected before taking the child to be changed.
- Family workers changing children must wear gloves and an apron when dealing with any personal care issues.
- Soiled nappies must be wrapped and double bagged and put in bin provided
- All gloves, aprons and wipes to be discarded in appropriate bin
- The changing table must be sprayed with anti-bacterial cleaner and thoroughly cleaned after every change.
- Changing should be a calm experience
- NEVER leave a child unattended on a changing table.