Shape, circle

Description automatically generated **Checking of Nappies and Nappy Changing** 

**Policy and Procedures**

The UN Convention on the Rights of the Child.

Article 24: You have a right to the best health possible and to medical care and to information that will help you to stay well.

Article 34: You have the right to be protected from sexual abuse.

Article 36: You have the right to protection from of any other kind of exploitation

**Statement of Purpose**

We recognise that every child reaches developmental milestones at varying chronological ages. Therefore, all children will be welcomed to Rothesay Primary Pre-5 regardless of their progress towards being fully toilet trained. The following policy outlines procedures and considerations for nappy changing and for changing a child who is not fully toilet trained. Toilet training is viewed as a self-care skill that children have the opportunity to learn with the full support of staff.

This guidance is also relevant when attending to a child who requires a change of clothing.

Hygienic nappy changing practice and effective decontamination of equipment and the environment is vital to reduce the risks of transmitting infection to children and staff.

**Responsibilities**

Staff should ensure children feel safe and secure throughout the activity and that they are respected and valued as individuals. Children have a right to privacy and dignity when their needs are being met and staff should ensure this is maintained at all times. The quality of a child's experience during this time is paramount. Nappy changing should be a nurturing experience and can play an important part of the process of building a positive relationship between the adult and child.

Staff should make eye contact with the child, communicate with the child and offer praise and encouragement throughout the experience.

Staff should ensure that nappies are changed regularly throughout the day and promptly after soiling.

The child's key person will be responsible to ensure routine nappy changing but all staff have a responsibility to respond when a child is soiled in order to ensure prompt attention. If a staff member notices that a child needs changed, then this must be alerted in a sensitive manner with the child and the keyworker if available.

A record will be kept by the staff members of changing times and any observations such as nappy rash or loose movements etc. This should be shared with parents/carers at pick up and added to their daily care sheet that goes home.

All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

**Equipment and Procedures**

Children will be changed in a warm, well ventilated, designated changing area which allows privacy for the child, has access to appropriate temperature running water, and has surfaces which can be easily wiped down and disinfected. The changing area must have appropriate facilities and should be separate from the playroom and away from food preparation areas, serving areas and laundry areas. Nappy changing areas should be designated for that use only. Guidance: ***Space to Grow*** - Section 02

* Spray the changing unit with antibacterial spray and wipe clean, then wash your hands once completed.
* Ensure the change area is clean and tidy before you begin and that you have enough hand soap, gloves, antibacterial spray, nappy sacks, paper towels and aprons
* Before you begin, take everything you need out of the child’s bag/box and lay it out.
* Keep the child’s belongings close by in case you need anything extra
* It is important to chat to children while you change them, reassuring them if they are upset. It is a good opportunity for developing communication skills and build positive relationships between staff and child.
* Once a child is on the changing unit you must not leave the child unattended at any time during change time
* Put on gloves and a clean apron once the child is lying down
* Undress or pull down lower items of clothing, un popping vests and pulling up above nappy
* Remove dirty/wet nappy and place into a nappy sack
* Clean the child thoroughly with their own wipes or cotton wool and apply creams as directed by the parent/carer.
* Remove gloves and dispose of them.
* Put on fresh gloves to apply child’s own barrier creams
* Put on fresh nappy, ensuring tapes are not stuck too tight. You should be able to comfortably place your fingers between nappy and skin
* Re-dress the child, ensuring that vest/clothes are clean and suitable
* Babies/children should wash their own hands after nappy changing, smaller babies can be helped by staff
* If you have changed an item of clothing this should be double bagged with two nappy sacks, labelled with child’s name and placed in the closed tub within the changing room and a laundry label put on child’s peg to advise parent/carer to collect.
* Tie the nappy sacks and place in the bin
* Spray the changing unit and wipe clean
* Remove gloves and apron and place into the bin
* Wash hands following guidelines displayed
* Take child to wash their hands
* Take child back to play
* Record the change on the nappy sheet and record on the daily care sheet to be sent home with parents/carers.

**Application of Nappy Creams**

Parents will sign a permission slip to enable staff to apply nappy cream supplied from home. Staff will liaise with parents daily when their child has had nappy cream applied. Parents who supply nappy cream that has been supplied with a medication label will complete a medication sheet. This will then be completed to monitor usage and date the cream. Nappy cream should be applied by parents in the first instance to monitor and ensure there are no allergic reactions before supplying this to the nursery.

**Monitoring of this Policy**

It will be the responsibility of the Lead Practitioners and Manager to ensure that new or temporary staff are familiar with these procedures and to monitor that they are being implemented by all staff. This will be achieved by regularly inspecting the changing area for cleanliness and supplies and ascertaining whether the appropriate records are being maintained and parents kept informed. To aid the consistent implementation of this policy a flowchart of steps to be followed when nappy changing will be displayed within the changing area and also within the playroom for parental information.

**See also:**

Infection Control Policy

Child Protection Policy

Health and Safety Policy

**Links to national policy:**

Health and Social Care standards: My support, my life  
1.0, 1.4, 1.19, 2.2, 4.11, 5.2, 5.4

**Find out more:**

<https://www.gov.scot/Resource/0042/00423979.pdf>

<http://www.gov.scot/Topics/People/Young-People/gettingitright/lead-professional>

<https://hub.careinspectorate.com/media/5638/nappy-changing-guidance-2024.pdf>

https://publichealthscotland.scot/publications/health-protection-in-children-and-young-people-settings-including-education/health-protection-in-children-and-young-people-settings-including-education-version-1/#section-1

<https://hub.careinspectorate.com/media/1623/space-to-grow.pdf>

<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2017/06/health-social-care-standards-support-life/documents/health-social-care-standards-support-life/health-social-care-standards-support-life/govscot%3Adocument/health-social-care-standards-support-life.pdf>

**Lead Practitioner:**

**Leanne Costello Date of next review:** May 2025