



# Albert Village Nursery

## Nappy Changing Procedure

All staff must adhere to the following procedure when changing a child.

- 1 Ensure you have all the correct equipment before you change a child.
- 2 Talk to the child you wish to change in a language they understand. Explain what will happen, encourage the child to identify their own belongings. Constantly communicate, putting the child at ease.
- 3 Ensure another staff member is present when the child is being changed. Training children are encouraged to use the toilet.
- 4 Wear protective gloves and an apron. Spray the changing mat before the child is placed on it.
- 5 While changing the child always speak with a calm and positive voice.
- 6 Once the child has been changed, praise the child. Escort the child back into nursery. Ensure the child is safe and content.
- 7 Ensure the nappy/pullup is double bagged using nappy sacks. Place the gloves, apron and any used items in the appropriate bin provided. Ensure the changing mat is cleaned thoroughly with an antibacterial spray. Never leave a child unattended during a change.
- 8 Hands must be washed thoroughly. The use of an antibacterial gel is encouraged. Child should be encouraged also to wash their hands.
- 9 All changes must be documented in the appropriate book and a Nappy Changing Slip must be completed and given to the child's parent/carer on collection.
- 10 Any issues such as child protection must be reported to the Nursery Manager immediately.