

# Nappy Changing Policy

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Presented to	Date	Signature
School Management Team		(Chair)
Collegiate		(Facilitator)
Trustees		(Chair)

## 1. Procedure

- 1.1. Disposable gloves, aprons and disposal bags are provided.
- 1.2. Wipes and/or cotton wool, nappy change cream and nappies must be provided by the parent/carer.
- 1.3. Each child has their named basket on a shelf under the changing table.
- 1.4. When they are running low, please inform the parents/carers.
- 1.5. There are spare nursery nappies in cases of emergency.
- 1.6. Nappies are to be disposed of in a nappy bag before being placed in the yellow clinical waste bin, which is emptied every evening and the used bag placed in the yellow wheelie bin.
- 1.7. Nappy changes are recorded by writing child's name, time, whether nappy wet or soiled and any other information, i.e. if cream has been applied in the notebook provided. The staff member must also sign their name.
- 1.8. Never leave a child unattended on the changing table.