  

**NAPPY CHANGING PROCEDURES**

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| **Boroughbridge Primary School** |

* Staff to ensure that there are always two members of staff overseeing intimate care.
* Staff must wash their hands before and after changing nappies.
* Staff must wear disposable gloves and apron.
* Children will be changed in the nursery toilet area unless otherwise specified, e.g. on a health care plan, in which case they will be changed on the changing table that is located in the hall toilets.
* Once the child is on the changing station, the safety bars must be put in place.
* Staff must never turn their back on a child or leave them unattended whilst they are on the changing station/mat.
* Wet/soiled nappies are removed.
* Child is cleaned from front to back.
* A clean nappy is placed on the child.
* Staff to remove gloves and apron.
* Staff to clean area with disinfectant spray and wipe area down with paper towels.
* Wet/soiled nappies, any cleaning materials, used gloves and aprons to be bagged (yellow bags) and placed in the nappy bin.
* Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.
* Staff will log the nappy change in the nappy changing record book that is kept in the nursery toilet area, with initials, date and time of the change, unless otherwise specified on a health care plan.

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| **Signed:** |  |
| **Date:** | 17 June 2024 |
| **Review Date:** | 17 June 2025 |