


NAPPY CHANGING PROCEDURES

Boroughbridge Primary School and Nursery

- Staff to ensure that they are always two members of staff overseeing intimate care.
- We have the following spaces available for nappy changing:
 - Nursery toilet area
 - EYFS staff toilet
 - Reception toilet area
 - Disabled toilets hear the hall (changing station)
- The child/toddler will be placed safely while staff wash their hands.
- Staff MUST wear disposable gloves & apron
- Baby/toddler placed on the changing area. If applicable, safety bars must be put in place. Staff must never turn their back on a child or leave them unattended whilst they are on changing station/mat.
- Wet/soiled nappy removed
- Baby/child cleaned from front to back.
- Clean nappy placed on child.
- Wet/soiled nappies and any cleaning materials will be bagged (yellow bags) and disposed of in the nappy bin.
- Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents at the end of the day.
- Staff to remove gloves and apron which must be bagged (yellow bags) disposed of immediately by placing in a nappy bin.
- Child returned to room
- Staff clean changing station/mat and area with disinfectant spray and wipe down with paper towels.
- Staff will log the nappy change in the nappy changing record that is kept in the designated changing areas with initials, date and time of change, unless otherwise specified on a child's Health Care Plan

Signed:	
Date:	11/10/2024
Review Date:	11/10/2025