

### **Preparation for Changing / Hygiene**

- Aprons and gloves must be worn.
- Use children's own nappies, which are clearly labelled with the child's name. Ensure you have the child's nappy prior to placing the child on the nappy change.
- Ensure the nappy changing area is sprayed with antibacterial spray and wiped clean.
- Make sure you have everything you need BEFORE the child is on the mat e.g., wipes, nappy bag, nappy.

### **Safety**

- Always hold the steps down on the changing station with your foot when the child is climbing up the stairs and support the child by holding their hand.
- Avoid lifting the child.

### **Cleaning a child**

- Use the provided wipes to clean the children unless specified differently by the parent.
- Always leave the door open so you can be seen/heard by others.
- There may be individual instructions pertaining to particular child about how to change or clean them, please ask the child's keyworker before changing a child if you have not changed them before – always consider cultural differences.

### **Applying Nappy Cream**

- DO NOT apply cream unless the parent has completed a medication form.
- Nappy creams should only be provided by the parent.

### **Disposal of nappies and clothes**

- There is a nappy bin provided which has a lock to avoid children using the bin. This bin should be used for all nappies and toileting wipes.
- Any change of clothes from nappies must be placed inside the child's bag with an intimate care sheet.
- Children should be changed into their own spare clothes, if they do not have them use school spares.

### **Records and Reporting**

- All nappies should be written on the report sheet provided in the changing area, stating which child, the date, time, which member of staff, whether they were soiled or wet and any general comments.
- Record on the intimate care sheet if a change of clothing is necessary. This is also to be recorded on the intimate care sheets in the child's bag.
- Any cause for concern must be reported to the DSL.

## **Training**

- Do not change children without training or permission from SH, only use if you have been shown.

## **After changing a child**

- Ensure the nappy changing area is sprayed with antibacterial spray and wiped clean.
- Wash your hands and the child's hands with soap and water.

## **Supporting the child**

- Only staff that are familiar to the children should change the nappies.
- Talk to the child and tell them what you are doing, put them ease, communicate with them whilst they are being changed.

## **You must never**

- Never leave the child unattended on the changing station at any time.
- Never have your mobile phone with you. As per the EYFS Use Of Cameras And Mobile Phones Policy.