

1.11 Procedure for changing Nappy/ Pull-ups/ Soiled or Wet Pants

Procedure for changing a Nappy/ Pull-ups/ Soiled or Wet Pants (as followed by staff):

Before changing, prepare the area

- Check that the changing area is clean.
- Wash hands with warm water and soap. Dry with a paper towel.

For each child

- Obtain child's bag with changing items including nappies, wipes, barrier cream if necessary and spare clothes.
- Put on fresh gloves; use a disposable apron during each nappy change.

Change the child

- Lift the child onto the changing mat or support the child to walk/climb up to the area if appropriate.
- **Never leave a child unaccompanied or unattended on a changing mat. Always support the child with one hand on them.**
- Remove the child's nappy or soiled underwear.
- Clean the child with wipes. Always wipe the genital area from front to back.
- Apply any barrier cream if necessary. (Prior consent is required from parents/carers).
- If the child is toilet training offer them the choice of a potty or toilet. If they would like to use this lift or support the child off the changing mat/unit and support and encourage them in their use of the potty/toilet.
- Put a clean nappy on the child and refasten their clothing.
- If clothes are soiled change and double bag in nappy sacks.
- Lift or support the child off the changing mat/unit if they have not used the toilet/potty.

Promote good hygiene

- Dispose of the used nappies and gloves in the provided bin or for re-usable nappies and soiled clothing in double bag in nappy sacks.
- Return all clothing, nappies and resources to appropriate locations.
- Clean the changing area with provided cleaning materials and potty if used.
- After you have finished the full nappy changing round, wash hands with warm water and soap. Dry with a paper towel.
- If toilet training, wash the child's hands or support the child to do so independently.

Monitoring, documenting, communicating

- If any marks, rashes or unusual bowel movements have been witnessed report these accordingly.
- Document the time of the nappy change and whether the child's nappy was wet, soiled or dry on the nappy change records.
- For children in pants or pull-ups record toileting times on the whiteboard. At the end of the session feed these back to the parent/carer.