**Nappy Changing Policy**

Whenever we say parents in this document we mean parents and carers and whenever we say child we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special educational needs and disability (SEND)).

This policy is inclusive of all children in setting regardless of whether or not they are toilet trained.

It is assumed that children entering Reception will already be toilet trained. However, children who are not yet toilet trained must be declared to the school and their needs will be met in accordance to this policy.

Parents are advised to provide the required items needed for the entire nappy changing procedure. It is recommended they also advise staff on other requirements for this process that is individual to their child.

Toilet and change times will be scheduled into the school day. Changing will be carried out by Early Years staff depending on availability; there will not be one adult responsible for an individual child.

Please note: TradeWinds Academy will not take responsibility for toilet training.

**Responsibility of the Parent**

* (Children who are not toilet trained) Provide the nappies, wipes, sacks and cream (clearly labelled with the child’s name).
* (All children in Early Years) Provide spare clothes in case of accidents and another bag for soiled clothes to be placed in.

**Procedure in school**

1. Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream).
2. Wash and dry your hands.
3. Put on gloves and an apron. You should use a new set of gloves for each nappy change.
4. Guide the child to the changing area (private from the main room). Use a nappy or other item to represent the transition. Once in the room, leave the door ajar and ensure another adult knows where you are.
5. Place the child on a nappy changing mat (or if using the toilet, support them in using this).
6. Remove the child’s clothing to access the nappy.
7. Remove the nappy and place it inside the nappy sack.
8. If the child’s clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand. Always wear personal protective equipment (PPE) when you are handling soiled linen.
9. Using the wipes, clean the child from front to back and place used wipes in the nappy sack. Tie the nappy sack and put it in a lidded bin.
10. Put on a clean nappy and apply (the named) cream if necessary.
11. Take off the gloves and place them in the lidded bin.
12. Dress the child.
13. Help the child to wash their hands if this is age appropriate, using liquid soap and warm water.
14. Wash your hands using liquid soap and warm water.
15. Take the child back to the room.
16. Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, apron, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.
17. Document name of child and time of change (with additional comments if required).

**Items needed:**

Preferably pedal operated/hands free bin specifically for nappy disposal

Bags for clinical waste

Nappy changing mat / nappy changing unit

Screen if needed to ensure privacy or sing on door

Wipeable aprons

Disposable gloves

Spare nappies

Nappy sacks

Anti-bacterial spray

Paper towels

Liquid soap

Preferably pedal operated bin for paper towels

Spare clothes for accidents