

## Early Birds Pre-School

### Nappy Changing Policy

Parents/guardians of children attending Early Birds Pre-School who are not yet toilet trained, will be required to give written permission on the Parental consent form for a qualified member of staff to change your child's nappy. The child's nappy will be changed in privacy at a nappy-changing station.

It is necessary for parents/guardians to provide the following items at each session that the child attends:

1. A bag containing spare nappies, nappy bags and wipes
2. A change of clothing

Children will be encouraged to use a potty or toilet during this time. If you have any questions or concerns about this policy please speak to the Pre-School Manager or your child's Key person who will be happy to assist you and your child.

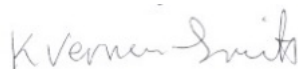
Staff will record all changes

The Early Birds Pre-School Committee approved this policy on

Date 13<sup>th</sup> June 2019

Signed on behalf of the Management Committee

Karen Vernon-Smith



Role of Signatory

Chair

# Early Birds Pre-School

**NAPPY CHANGING ROUTINE**

**WASH YOUR HANDS**

Wear disposable gloves and an apron

Have everything ready at hand before bringing the child to the changing area:

Mat wiped with antibacterial spray

Clean nappy/wipes

Change of clothes (if needed)

Cream (if needed) as per our Administration of Medicines policy

Bags for disposal of nappy (double bag and knot at the top)

**NEVER LEAVE A CHILD UNATTENDED WHILST CHANGING A NAPPY**

01. Lie child on changing mat and remove soiled nappy. Fold up and put to one side.
02. Clean bottom with a baby wipe (unless allergic - refer to child's information card)
03. Sit child on potty/toilet.
04. Apply cream if necessary.
05. Put on clean nappy

**RETURN THE CHILD BACK TO ACTIVITIES BEFORE CLEARING AWAY.**

06. Discard nappy and wipes into bag and knot at top and then repeat this process - (all nappies are double bagged and tied at the top).
07. Spray changing mat with Detox and wipe with paper towels.
08. If necessary empty potty down toilet, brush with toilet brush, spray with Detox and wash in sink.
09. Replace potty by toilet.
10. Discard apron, gloves, paper towels etc into bin.

**NOW WASH YOUR HANDS.**