



St Michael's Preschool

Nappy Changing Procedure

The child's key person will change the nappies of those children in their care whenever possible.

We will always ask the child's permission before changing their nappy: "Is it ok if I change your nappy?"

The key person will:

- Talk to the child about having their nappy changed.
- Go with the child to the bathroom.
- Always wear a disposable apron and disposable gloves.
- Place the dirty nappy and the used wipes in a nappy bag.
- Tie the bag and place in a second bag.
- Place the double wrapped nappy in the nappy disposal unit.
- A child will never be left unattended on a nappy changing unit
- When the key person has finished changing a child, they will clean the nappy changing surface with an antibacterial spray.
- Encourage the child to wash their hands after their nappy has been changed.
- The key person will wash their hands thoroughly as soon as they have finished the nappy changing.
- Fill in an incident record form, to ensure accurate records are available to be shared with parents/carers.

The key person will ensure that nappies are changed in response to each child's needs and as a minimum requirement of every 4 hours.

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