





Clybiau Llywodraethwyr a  
Chylch Chwarae

**Gresffordd Gresford**

Governors' Clubs and Playgroup

# Nappy Changing Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	Ionawr 2025		
Date to be reviewed	February 2026		
Date Adopted by Management Committee	19.02.2025		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

## **Introduction**

We accept children who are still being toilet trained and are happy to work with parents and carers to aid in the progress/continuity of toilet training. We request that, if appropriate, children attend in either knickers/underpants or pull-up nappies.

## **Controlling Infections**

The following procedures are in place to limit the spread of infection:

- Toilet facilities meet the regulatory requirements and trainer seats for toilets and nappy changing facilities are available as needed.
- Parents are required to send in spare nappies/knickers/underpants as appropriate.
- Staff wear disposable aprons and gloves, which are then disposed of appropriately, when changing children and/or cleaning spills and body fluids.
- Soiled nappies are double bagged and disposed of safely. If we have had to change any child, then a log of this is maintained by setting staff.
- Changing mats are cleaned and dried immediately after use.
- Hands are washed after using the toilet and before handling food.
- Individual hand drying facilities are provided in the form of paper towels and these are disposed of appropriately.
- Anti-bacterial gel is readily available for staff and children.
- Any spillage of blood, vomit or excrement is wiped up and flushed down the toilet and the surface disinfected.
- Spare clothing is available in case of accidents. Plastic bags are available in which to wrap soiled garments as necessary.

## **Nappy Changing Procedure**

In the case of changing a child's nappy, the following procedure is followed:

- Collect child's changing bag and take child to designated changing area
- Wash hands
- Put on apron, followed by gloves
- Place blue paper over nappy changing mat
- Position cleaning wipes, and opened nappy sack ready for use
- Support child to get onto changing surface
- Remove all child's lower clothing to allow access to nappy
- Clean child's bottom gently, but thoroughly from front to back
- Place used wipes into the centre of the nappy and fold
- Place the folded nappy into the open nappy sack
- Fold over or remove blue paper
- Remove gloves and apron and place inside nappy sack
- Tie sack and double bag if nappy is soiled
- Dispose of bag in hygiene bin
- Redress and assist child in getting up or down from nappy changing area
- If a child has soiled or wet clothes, place them into a plastic bag and tie top
- Put the apron and gloves in a separate nappy sack and dispose of on site
- Assist child in thoroughly washing hands using soap and warm running water for a minimum of ten seconds; follow the pictorial hand washing routine
- Wash own hands at the same time using the same principle outlined above
- Escort child to play area

**Cleaning Procedures**

- Once the child has been escorted to the play area, return to the nappy changing area
- Thoroughly sanitise the changing mat and area using antibacterial spray and clean tissue
- Thoroughly wash hands following the principles outlined above
- Ensure a good supply of wipes, gloves, aprons, nappy sacks; antibacterial spray are available for the next nappy change

**Child Protection & Safeguarding**

Should any concerns in relation to Child Protection or safeguarding occur, these must be reported to the designated safeguarding lead as outlined in the Child Protection and Safeguarding Policy.