



**The Acorns**  
Primary and Nursery School

*Mutual respect*

*Equity*

*Inclusivity*

*Love*

# **Nappy Changing Policy**

***March 2025***

**Policy Document Version Control**

<b>Responsibility for Policy:</b>	EYFS Leader
<b>Policy approval/date:</b>	March 2025
<b>Frequency of Review:</b>	Annual
<b>Next Review date:</b>	March 2026
<b>Related Policies:</b>	Potty and Toilet Training Policy The Early Years Foundation Stage Policy
<b>Minor Revisions:</b>	Removed bullet point (see safeguarding and handling procedures) Articles 16 & 24 added
<b>Major changes</b>	No
<b>Full re-write</b>	No



**We are a Rights Respecting School with No Outsiders**

**Article 16: Every child has the right to privacy.**

**Article 24: Every child has the right to the best possible health.**

**Mission:** Be The Best You Can Be

**Vision:** Providing A World-Class Start To Life

At The Acorns Primary & Nursery School, we are a Rights Respecting School where everyone is welcome - we have No Outsiders. We equip our pupils with the skills and knowledge they need to become positive, global citizens. During their time here, children develop into intrinsically motivated, life-long learners: they understand the value of working hard and they aspire to achieve.

Our pupils leave us with a strong, moral compass, comfortable in their own skin, and knowing their own minds. They are brimming with self-belief and self-worth and are capable of being in respectful, trusting relationships with others in their community.

Throughout their time at The Acorns, we instil the characteristics of effective learning. These allow our pupils to develop into confident, resilient, and independent adults, prepared to succeed in the modern world.

We achieve this vision through our daily mission - Be The Best You Can Be - and by remaining true to our core values of Mutual respect, Equity, Inclusivity and Love.

**Values:**

**Mutual respect**



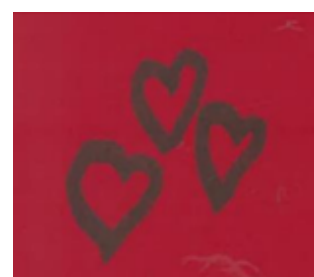
**Equity**



**Inclusivity**



**Love**



This policy sets out clear guidelines on supporting children's needs during nappy change. The quality of the child's experience during this intimate and special time is of utmost importance.

*EYFS Legal Requirement:*

*3.71 Providers must ensure: There is an adequate number of toilets and hand basins available - there should usually be separate toilet facilities for adults. There are suitable hygienic changing facilities for changing any children who are in nappies. There is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items.*

**Aims:**

- To safeguard the rights and promote the welfare of all children.
- To ensure all children have safe, hygienic, and frequent nappy changes whilst attending the school.
- To provide guidance and reassurance to staff who are required to change a child's nappy.
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To protect children from discrimination and ensure inclusion for all.

**Safeguarding and Intimate handling of children**

- Staff are familiar with our safeguarding policy and procedures to protect them from harm or abuse.
- Where possible, nappy changing procedures will be carried out by the child's Key Person.
- When changing a child, clothing is removed past the knee to ensure limbs are visible. Any marks or unusual injuries will be made note of if found during the nappy change.
- Parents must understand that changing a child's nappy will involve intimate care.
- No volunteers or students will change a child's nappy.
- Staff are encouraged to be vigilant about any improper practice.
- Staff are made aware of procedures to follow if they wish to make a complaint about a fellow member of staff.
- Staff should always change children when there is a colleague in the room. Nappy changing areas allow for privacy but are not closed off which creates a culture of openness and ensures all adults follow safe working practices.
- Staff signal the intention to change a nappy using Sign Supported English and a consistent phrase or word (linked to the child's developmental stage) to ask for the child's consent. We are a Rights Respecting school, and it is fundamental that our children learn that not everyone can pick them up and undress them.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care routine, this should be recorded on CPOMS and discussed with the designated lead for safeguarding immediately.
- For children with specific needs, staff will be trained in the area of intimate care and procedures for safe moving and handling.

**Parental Involvement**

Parents will be asked during the settling in process whether they are any special requirements during the nappy change procedure (e.g. wipes or cotton wool, nappies or pull ups, use of cream) or whether there are any particular routines around nappy change procedure such as singing a familiar song, special words or actions. Any specific requests will be noted and followed. Parents are asked to supply their own nappies in a bag with spare clothes on a daily basis. Parents will be informed at the

end of the session if there have been any significant observations during the nappy change, for example, runny faeces, strong urine etc.

## **Health and Safety**

- Risk assessments will be carried out for Toileting and Nappy Changing procedures
- Risks associated with the height of the changing table will be identified
- Cleanliness, hygiene practices and equipment quality (see nappy change procedure)
- Hazards:
  - lifting risks – children will walk up the steps onto the changing table holding an adult's hand if needed
  - human waste – all nappies and wipes will be put into a nappy bag, tied securely and then immediately disposed into a human waste bin
- Frequency of changing – children will be changed 3 hourly, and as and when needed
- Contingency plans for spare and additional clothes and nappies – the setting will have a supply of spare clothing and nappies stored in the changing area at all times.

## **Nappy creams**

### **Prescription medication**

Prescribed nappy creams will only be given to the child named on the tub/tube for the dosage stated. They must be in their original containers. Those with parental responsibility of any child requiring prescription medication should allow the room leader to have sight of the bottle. This staff member should note the details of the administration on the appropriate form and another member of staff should check these details. Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we except written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances: The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed. Parents should notify us immediately if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given. The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter. Two practitioners will be present during administration of medicine.

### **Non-prescription medication**

With written parental consent, the nursery will administer non-prescription creams for a short initial period, dependant on the medication or the condition of the child. After this time, medical attention should be sought. If the school feels the child would benefit from medical attention rather than non-prescription medication. For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name. Our school does not administer any medication unless prior written consent is given for each and every medicine.

## **Storage**

All medicated creams for children must have the child's name clearly written on the original container and kept in a box, which is out of reach of all children and under supervision at all times.

All medicated creams must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

## **Nappy change procedure**

Our nappy change procedure is clearly displayed in our changing area and is precisely followed by all practitioners:

### *Prepare the area*

- Gather all required items before the nappy change. For example, wipes, nappy sack, creams (if required it should be their own named cream).
- Wash and dry hands ensuring liquid soap is used.
- Wear a new apron and gloves for each nappy change.
- Sanitise nappy change unit/mat using anti-bacterial spray.

### *Changing the child*

- Approach child, sign 'nappy' and 'change' and say: 'It's time for a nappy change.' Show an object of reference if appropriate. If child is reluctant, provide a 2 minute warning: 'Ok, I can see you are busy, we will change your nappy in 2 minutes.'
- Place the child on nappy changing mat/unit. Use correct manual handling techniques if required. Some units have steps – support the child, if necessary, climb the steps.
- Remove the nappy and place in the nappy sack. Allow the child to point to images of familiar songs displayed around the nappy station and sing and/or converse with the child during this time.
- Clean child appropriately from front to back before putting a new nappy on. Apply cream if necessary.
- Put used wipes/wool in the nappy sack, tie and dispose of into the nappy bin.
- If the child is toilet training offer them the choice of potty or toilet.
- Put on clean nappy, applying cream if necessary. Dress the child or if appropriate support child to dress themselves.
- Help child to wash their hands using liquid soap, water and paper towels.
- Take child back to the room.

### *After the nappy change*

- Wipe mat/unit with antibacterial spray and paper towels/blue roll provided.
- Dispose of apron and gloves
- Wash and dry hands

*A named box containing all nappy change items is stored on a shelf in the changing area for all children wearing nappies. Parents are asked to send a bag of clean clothes in case of accidents.*

## **Rules for nappy change**

- Changing will only occur in the designated changing areas which meet health, hygiene and safety standards.
- Staff must wear disposable aprons and gloves for each nappy change. These must be only used once to reduce the risk of infection and cross contamination.
- All equipment should be prepared before each change and within easy reach.
- The changing mat/unit is to be cleaned before and after every nappy change with antibacterial solution.
- Hands must be washed thoroughly in between each nappy change.
- Nappy bins to be changed at least once daily
- Deficiencies in stock or spare clothes to be reported straight away.
- Times of every nappy change to be recorded.