



## CLWB PENMORFA NAPPY CHANGE PROCEDURE

At Clwb Penmorfa children who are in nappies are checked regularly and changed immediately if required. They are changed at least once during every 2.5-hour session.

Children have access to toilet facilities at all times. Where appropriate children's potties, steps etc are available. Help and assistance is given where needed. Independence is encouraged, and privacy is respected.

Toileting assistance and personal care is always carried out by a member of staff who is holding a current and valid DBS. A record is kept of all toileting assistance.

Children are taught good hygiene practice in relation to their own personal care as they grow to independence. Warm water and soap are available for children to wash their hands. Water temperature controlled.

Toilets, potties etc are checked regularly and cleaned/disinfected daily (or according to need). Changing mats and related equipment are disinfected after each child.

Parents/carers are not allowed in the toileting area when other children are present.

The interior nappy bin is emptied daily and outdoor nappy disposal bins are emptied on a fortnightly basis by an external contractor.

All parents will be asked to supply nappies and wipes for their child.

In order to maintain a high standard of hygiene during nappy change time within the Clwb, the following procedure will be followed:

- The nappy change area will be continuously stocked with all of the essential requirements including a waterproof changing mat, gloves, wet wipes etc
- All equipment used in the nappy change area will be monitored to ensure it is kept clean and well maintained.

## Nappy Changing Procedure

We ensure children have their nappies changed in a safe and clean environment using appropriate equipment whilst promoting their privacy and dignity.

1. Child's individual bag collected from cloak room and any lunchboxes and drinking bottles removed from bag to prevent any cross contamination.
2. Wash hands and put on disposable plastic apron and disposable gloves
3. Remove the soiled nappy and clean the skin
4. Place nappy and wipes into a plastic bag
5. Apply cream if prescribed and a medication form completed - change disposable gloves to dispense cream.
6. Place plastic bag into waste bin.
7. Put on a new nappy.
8. Clean and disinfect the mat.
9. Thoroughly dry the changing mat and surrounding area/change area with disposable paper towels
10. Dispose of personal protective equipment (PPE) and wash hands thoroughly.
11. Return bag to cloak room.

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