



Nappy changing policy

Care Inspectorate guidance for nappy changing updated in November 2025.

Clyde Nursery Ltd will ensure each child's privacy and dignity is maintained when changing nappies.

Children's nappies will only be changed by staff members who have been appropriately vetted and suitably trained. Nappies will not be changed by students or work experience pupils who are not employed by Clyde Nursery Ltd.

College Students who are employed by Clyde Nursery Ltd may begin nappy changing after their first month of their employment but must be monitored and signed off by the manager or senior team leader.

All children will have their nappy changed immediately if soiled and on a three- or four-hour timescale as requested by parents at induction. Parents can request at any time to have their child's nappy changed more frequently especially during teething periods.

Parents should ensure adequate supplies of nappies and nappy cream are provided for their child.

Nappy Changing Procedure

- Ensure area is stocked with blue roll, gloves, and aprons.
- Clean area with antibacterial spray/wipes.
- Take out child's own wipes, nappies and cream and open nappy sack. Any prescribed creams are also taken from the medicine cabinet and before applying make sure you have a witness to follow medicine procedure sheet.
- Nursery wipes or cotton wool and water can be used in the absence of the child's own wipes, however only the child's own cream can be used in order to minimise cross infection.
- Put on apron, put on first pair of gloves, and then double glove predominant hand.

- Lay child on the changing area.
- During nappy changes, staff will interact with the child and encourage them through the process.
- Take off child's dirty nappy and place in nappy sack.
- Wipe child's bottom with own wipes and discard wipes into the nappy sack.
- Check for any rashes, blemishes etc and inform a team member, if any. If the rash, blemishes look serious please check with the Nursery Manager for action to be taken. This should all be recorded into the child's diary or day in the life once nappy change has been completed to inform parents.
- Discard the first layer of gloves on predominant hand and apply cream thinly.
- Place clean nappy on the child and secure.
- Redress child and place on floor.
- Discard nappy, gloves, and apron, in line with clinical waste policy, in the nappy bin provided.
- Wash the child's hands in soap and water using the sink or water station next to the changing area and dry hands. For children who are unable to wash their hands baby wipes will be used instead. Children under the age of 1 year old should not be given hand sanitiser.
- Clean mat with antibacterial spray/wipes and discard into the bin provided.
- Wash and dry your own hands thoroughly.
- Record details of the nappy change in the Child's Diary and/or A Day in the Life of Sheet. The application of cream must be confirmed and initialled by the staff member who has applied it.
- Nappy bins must be emptied and relined at least once a day and must be emptied last thing at night or whenever the bin is $\frac{3}{4}$ full.

A copy of this policy is available to view in the Policy Folders held in the Nursery Office and Nursery Playrooms.

Reviewed: January 2026

Date of next review: January 2027