



*Cawley Childcare Ltd*

*(I/A Home from Home Creche & Preschool, Naíonra  
Tigín Na Trí & Kids Campus)*

# **Policy & Procedure**

## **Nappy Changing**

**Nappy Changing – Cawley Childcare Ltd (T/A Home from home Creche, Naíonra Tigín Na Trá & Kids Campus) This policy covers the creche only.**

<b>Document Title:</b>	<b>Nappy Changing</b>
<b>Document Author:</b>	<b>RC</b>
<b>Document Approved:</b>	<b>Rachel</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Rachel</b>
<b>Person responsible for approving Policy</b>	<b>Rachel &amp; Danielle</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Hard copy and induction</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email and hard copy available on premises</b>
<b>Date the Document is Effective From:</b>	<b>November 2022</b>
<b>Scheduled Review Date:</b>	<b>November 2024</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

# ***HOME FROM HOME CRECHE***

## ***Nappy Changing Procedure***

When changing a child's nappy, please ensure you do so as follows:

1. Ensure you have the Childs nappy, wipes, cream etc from their shelf.
2. Wash your hands.
3. Wear gloves and apron provided.
4. Secure the child on the changing table; do not leave the child unattended at any time.
5. Change the child, ensuring you clean the area effectively.
6. Talk to the child throughout.
7. Insert the used nappy into a nappy sack and knot the bag, dispose appropriately.
8. Lift the child down safely from the changing table.
9. Remove and dispose of gloves and apron.
10. Return Childs belongings to their shelf (i.e. wipes, cream etc)
11. Spray and wipe cleaning mat with disinfectant
12. Staff to wash their own hands and Childs hands thoroughly.