

# **APPLE TREE DAY NURSERY**

## **NAPPY PROCEDURE POLICY**

- 1. Parents/carers provide nappies and creams for their children who are attending nursery.**
- 2. Nappies are changed throughout the session with children's individual needs and routine in mind.**
- 3. The time between nappy changes will not exceed 3 hours before checked or changed.**
- 4. Keyworkers are responsible for ensuring their key children are changed on a regular basis.**
- 5. The Senior/Nursery nurse for the baby/toddler area has overall responsibility of nappy changes and will monitor changes throughout the session ensuring regular nappy changes are carried out.**
- 6. Gloves and Aprons are worn appropriately when nappy changes are carried out and are changed and disposed of after each nappy change.**
- 7. The nappy changing mat is cleaned with anti-bacterial spray after each change.**
- 8. All nappy changes are recorded on the nappy changing record sheet displayed in the changing area to staff and parents.**
- 9. At the end of each session all children's nappy changes will be recorded on their individual daily record sheets and sent home.**
- 10. If this procedure is not adhered to and a child's nappy is forgotten for more than 3 hours then the matter will be discussed with both the Keyworker, Nursery nurse, Senior, Owner and appropriate action will be taken.**

**Reviewed and agreed.....**

**Date.....**

**Next Review due.....**