



Early Years Nappy Changing Procedure

- Ensure that disposable gloves and a plastic apron are worn during this procedure.
- Prepare the changing area. Spray the mat with antibacterial spray (as you cannot be sure it was cleaned after the last use). Dry the mat with disposable paper.
- Collect all required items for changing the nappy and place a fresh sheet of white roll over the mat.
- Place the child on the nappy changing area. Children must never be left unattended on the changing table.
- For older children who still wear nappies, a Health and Safety–approved step ladder is available to allow them to climb safely onto the changing table if needed.
- Remove the dirty nappy and use it to wipe away the worst of the mess.
- Clean the child’s nappy area using baby wipes or cotton wool, ensuring the area is cleaned gently but thoroughly.
- Dispose of used wipes and paper appropriately.
- Apply nappy barrier cream if needed.
- Put on a clean nappy.
- Wrap the used nappy in the disposable glove and dispose of it in the designated nappy bin.
- Clean the nappy changing area again using antibacterial spray and disposable paper.
- Take the child back into the classroom.
- Complete the Nappy Changing Chart.
- Wash hands thoroughly - see the *Early Years Hand Washing Procedure*.

Updated: October 2025

To be reviewed: October 2027

Policy Review:

This policy will be reviewed every, or more frequently if required by changes in legislation, guidance, or school operational needs.

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Agreed Date:	October 2025		
Board of Governors			
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	Print Name:	Signed:	Date:
Review Date:	October 2027		