

## Nappy Changing Procedures

To minimise contamination outside of the nappy changing table, prepare for each nappy change **BEFORE** bringing the baby/child to the changing table. Never leave a baby/child on the nappy changing table if you require more supplies, always call another staff member to assist you. E.g. Ensure that the following is ready **BEFORE** you start:-

1	Ensure that the nappy changing table is clean and dry
2	Ensure you have enough wet cloths or flannels for the nappy change, including wiping the bottom and hands of the baby/child after taking the soiled nappy away from the baby/child's skin if they have, 'handled themselves'.
3	A clean washable nappy, wrap and liner or baby's/child's own disposable or washable nappy if about to go home if they use their own, plastic bag or their own "zipped wet bag" for soiled clothes and clean clothes if soiled clothing is anticipated.
4	Disposable gloves and any nappy rash creams and powders which parents have supplied and stipulated to be used.
5	All creams and wet flannels should be placed on the shelf at the end of the changing table, the clean nappy, wrap & liner should be placed ready to slide under the baby/child at the end of the table.
6	If the baby or child is able encourage them to walk up the steps to the changing table and ask them to lay down immediately ensuring that they do not catch their fingers in the step mechanism whilst it is being unfolded or refolded.

7	Remove the wet washable nappy placing it into the nappy hamper underneath the changing table whilst holding the baby/child securely with one hand, if soiled fold the nappy over and place on the clear plastic shelf out of the baby's/child's reach.
8	Use enough wet flannels to wipe and clean the baby's/child's bottom from front to back, use another clean flannel to wipe the baby's/child's hands if they have, 'handled themselves'. Throw all soiled flannels into the nappy hamper underneath the changing table.
9	Apply any nappy rash creams and powders which parents have supplied and stipulated they wish to be used. Put on the clean washable or disposable nappy and redress the baby/child.
10	Lift the baby/child off the nappy changing table and return them to be supervised by another staff member whilst you sanitise the area.
11	Sanitise the nappy changing table with the sanitiser stored on the shelf on the right hand side of the changing table and wipe dry with a dry flannel after five minutes. Place flannel in the nappy hamper and return sanitiser to shelf.
12	For washable nappies, carry soiled nappies to the toilet and rinse off any solids and then place into the washable nappy hamper under the changing table.
13	For disposable nappies place the folded disposable nappy inside a plastic bag or zipped wet bag if the child has their own, secure the top of the bag and place into the top of the child's nursery bag..

14	Wash your hands in the utility sink using the hand-cleaner, nail-brush and individual single use flannels.
15	Once the nappy hamper is full, wearing gloves carry the cloth bag and it's contents to the washing machine and empty into the machine. Set the machine to the 30 minute rinse programme. Once complete run a Cottons Load at 60 or 90* degrees with a 1.57 minute wash time. *We always use a 90 degree load when a child is showing signs of D&V.
	For a load of just flannels, use the Rapid 30 minutes programme and use half a scoop of soap powder. Overuse of washing powder can cause nappy rash.
	For a normal mixed load of flannels and washable nappies, we wash at 60 degrees with one flat scoop of soap powder. Using the washing programme for Cottons and set the to time to 1.57 minutes.
	For a heavily soiled load of flannels and washable nappies, we wash at 90 degrees with one flat scoop of soap powder. Using the washing programme for Cottons and set the to time to 1.57 minutes.
	Place a fresh cloth bag into the nappy hamper ready for use and wash your hands as per step 15 and hand washing instructions posted beside the sinks.

Never

Leave a Child  
Unattended on  
this Changing Table