



Nappy Changing Routine

- Gloves and disposable apron must be worn while changing nappies and soiled clothes.
- Never leave the child unattended on the changing mat
- Always use wipes to clean the child, cotton wool and warm water should be used if child has nappy rash.
- All wipes/gloves/aprons and disposable nappies to be bagged in nappy bag and disposed of in nappy bin.
- Changing mat to be wiped down with anti-bacterial spray after every child.
- Any spillages on the floor must be wiped up using paper towels then cleaned with detergent, towels to be disposed of in nappy bin.
- Hands to be washed after each nappy change.
- Changing forms and cleaning forms to be filled in appropriately.

End of Day

- All areas to be wiped down with "Flash" spray
- Floor to be moped using detergent.
- Individual nappy boxes to be filled.
- Staff to sign cleaning form once cleaning has been completed.
- Changing mat to be checked that it is not torn / damaged in any way.
- Any breakages/faults to be reported to management.
- Nappy bags to be disposed of in large nappy wheelie bin outside the front of the premises.