



# Little Ladybird Creche & Montessori

## Policy #23

### Nappy Changing

## Introduction

---

Little Ladybird Creche & Montessori are aware that hygiene is of the utmost importance for the well being of children in their care. This procedure is in place, for the benefit of all children as well as educators and parents that may use our changing facilities. We would require all persons to follow these steps.

## Procedures & Practices

---

1. All staff / parents must always wash their hands before and after every nappy change.
2. All soiled nappies should be immediately placed in the nappy disposal system.
3. Moistened cotton wool should be used to clean a baby / child's bottom.
4. To remove very heavy soiling off a baby wipe can be used but finally cleaned with moistened cotton wool.
5. Baby powder or sudocream from baby's / child's own labeled jar should be used if required.
6. A baby / child's hands should be washed before leaving the nappy changing area.

## Communication Plan

---

All parents/carers are to be informed of the policy and procedures regarding Accidents, Incidents or Injuries on registration. Staff members will check with parents/carers that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the Parents's/Carer's Handbook. This policy will also be included in staff induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents/carers in the Policy Folder located in the main office.

Parents/Carers may receive a copy of the policy at any time upon request.

Parents/Carers and staff will receive written notification of any updates.



# Little Ladybird Creche & Montessori

## Review Date

Date: .....

Person Responsible: .....

## Related Policies, Procedures and Forms

- Behaviour Guidance and Discipline Policy
- Confidentiality Policy
- Health and Safety Policy
- Records and Record Keeping Policy

## Contact Information [Who to contact for more information]

Name: .....

## Policy Created

Date: .....

## Signatures

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....