

Intimate Care Policy and Procedure



Burton Pre-School
Playgroup

Pull ups/Nappies

Make sure before trying to change a child you have :

Changing mat, pull up/nappy, disposable gloves, baby wipes, nappy sacks all to hand.

Inform a member of staff what is happening. If possible two members of staff should be present when changing a child.

Procedure for changing a pull up/nappy –

1. Put on disposable gloves
2. Lay the child on the changing mat on the floor (not on a raised surface)
3. Use wipes to clean the child
4. Dispose of soiled nappy/pull up in a nappy sack.
5. Put clean pull up/nappy on the child
6. Put disposable gloves and nappy sack in the marked bin
7. Wash your hands
8. Write up in intimate care notebook

Change of clothes

If a child needs changing due to playing with water, spillage of liquid or a toileting accident then they will be changed and a record of this will be written in the intimate care book for the parent/carer to sign at the end of the session.