

Guidance Notes

Changing children's nappies

- **Before** starting make sure you have asked the room staff if that child has their own cream or if they need certain nappies.
- Gather **all** the necessary items required before each nappy change, for example, nappy, wipes, Sanagenic bin, cream if necessary (each child should have their own named cream) and make sure it is accessible to the changing mat.
- **Always** make sure you talk to the child no matter what age they are. This helps build relationships with the child.
- Put on gloves and apron. You should always use a new set of gloves and apron for each nappy change.
- Place the child on a nappy changing mat or if using steps support the child if necessary to climb up the steps.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack or sanagenic bin. When taking the nappy off make sure you support the child correctly. Hold both ankles together and gently lift to slide the nappy out.
- If the child's clothes are soiled you should bag them separately and send them home. Using the wipes clean the child from front to back and place the used wipes in the nappy sack/sanagenic bin.
- Put on a clean nappy and apply cream if necessary (make sure you put on new gloves to apply cream). Take off the gloves and apron and place them in the sanagenic bin. Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room, or if they are able to stand; place them on the floor.
- Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash your hands.
- Make sure you then write up the nappy on the nappy chart and if you are unsure about this ask a staff member in the room. **This is important.**

Caring for Children during sleep routines

- Ask a member of staff in the room if there is a particular bed or cot the child goes in and about the child's individual needs.
- Check the room is well ventilated and the right temperature.
- Check the cot/bed has clean sheets, and check the cot/bed for any broken edges/damage.
- Make sure the child is ready to sleep e.g. taking trousers or items or clothing off. (Check with room staff if unsure.) Also check if they have a comforter e.g. a dummy or teddy.
- Lay a baby/toddler on their back, not on their front. Please put a baby down with their feet touching the bottom of the cot. An older child may then roll over just check they are comfortable and nothing is obstructing their breathing.
- Make sure that babies are not overheated with too many clothes or blankets.
- **Do not** use duvets.
- **Do not** put pillows in cots.
- When the child is comfortable, sit with them and slowly pat the child off to sleep.
- Once the child is asleep **make sure the cot side is up.**
- Then check the child again to make sure they are comfortable and able to breathe clearly.
- Write on the sleep chart what time the child went to sleep.
- You should check on each child every 10 mins and sign the sleep chart. (if you are unsure check with a member of room staff).

Supervising children in order to keep them safe:

- **Never** leave a room without checking they are in ratio.
0-2 years= 1:3
2-3 years = 1:4
3-5 years = 1:8
- You should always be supervising the children and moving with them if they have free access from room to room.
- Always check toys and equipment for sharp or broken pieces and remove them straight away.

Caring for children during bottle feeding and meal times

(Excluding serving food)

Bottle feeding:

- Make sure you have washed your hands.
- Check the heat of the bottle and make sure it is the correct bottle with a member of staff in the room.
- Sit in a comfortable position with the child across your lap or in your arms (depending on the size/age of the child)
- Make sure the child's head is resting on your arm.
- Make sure the child has a soft bib on and you have a cloth or another bib next to you.
- Hold the bottle tilted so the child can suck on the teat, try not to hold it straight up but just tilted.
- The child may stop sucking for a bit if so put the bottle down place the lid on.
- Sit the child up and place one hand under the child's chin but supporting the child slightly forward and rub/pat the child's back they may have wind.
- Once they are comfortable lay the child back down again and see if they want more from the bottle.
- **Do not** force the child to feed. If you are unsure on the child's feeding routine ask a member of staff in the room. Children feed at different rates.
- **Do not** rush the child when feeding.
- Make note of how much is left in the bottle if any as you will need to write it on the chart/form

Mealtimes:

- Check the children have washed their hand and make sure you wash yours.
- Help the children find their seats using the photo place mats, or in the younger room place the children in highchairs.
- You may be asked to sit at a certain table by the room staff.
- Please be aware of the special dietary requirement systems in each of the nurseries.