

Intimate Care, Nappy Changing and Toileting Policy

AIM

The staff at Knowle Nursery will be committed to following the nappy changing chart to ensure health and safety for staff and children, by doing so we hope to avoid cross contamination and spread of infection as much as possible by taking appropriate measures such as cleaning, wearing gloves and aprons during nappy changing.

- Parents provide nappies, wipes, bags and spare clothes and store them in nappy baskets
- **Nappies are checked continuously, at snack time and going home time**
- Make sure nappy area and changing mat is clean throughout the session
- Clean mat with anti bacterial wipe or if available cover with paper towel/drier
- The child's personal nappy basket is to hand, as well as nappy bags and tissues
- If needed use wooden steps to help children gain access to the changing area
- Protective gloves must be worn (staff wear aprons at all times)
- Creams should be applied with tissues
- Soiled nappy and wipes double wrapped, tied and placed in nappy bin
- Remove gloves with care to avoid contamination and place in bag, tied and placed in nappy bin
- Child's hands washed
- Paper towel disposed of in bag and placed in nappy bin
- Mat and changing area cleaned with anti bacterial wipes
- Adult wash hands
- Personal nappy records completed
- Whole nappy changing area cleaned at the end of the session
- Nappy bin emptied at the end of the session
- If a diarrhoea infection is present wash hands thoroughly after each change using soap and antibacterial hand wash. Anything touched during the morning must be disinfected and cleaned including door handles, taps, telephone, toys etc. Sally Duck responsible as part of health and safety officer duties.
- All cuts and abrasions on exposed areas of the body should be covered with waterproof dressings

Intimate Care and Toileting Policy

The Disability Discrimination Act (DDA 2001 amended 2005) In line with the above named Act, Knowle Nursery School will ensure:

Policy Statement: No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent whatever their age. We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

AIMS

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure inclusion for all

Basic Principles

At Knowle Nursery we will bear in mind the following principles when nappy changing:

- Children have the right to feel safe & secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of toileting procedures so that they are led to independence

Vulnerability to Abuse

We will ensure that all staff are familiar with our Safeguarding Children Policy and Procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by their key person or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them. Our nappy changing area allows for privacy, the area is not closed off. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.

Working with Parents/Carers

We will work with parents when attending to nappy changing routines.

- Where parents are present, i.e. during a visit or the settling in period, they will be asked to change their own child's nappy
- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the nursery whether or not their child has any special words/actions/particular needs during their nappy changing procedure. They will also sign the permission form
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

The member of staff aiding the child will sign, date and time record the nappy change or change of soiled clothes due to an accident.

Achieving Continence

At Knowle Nursery we will encourage all our children to achieve continence when they exhibit signs that they are ready. In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.

Protection for Staff

As far as possible, nappy changing procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy under Toilet and Nappy Changing.
- Staff will inform the room leader discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the line manager and recorded
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately
- Risk Assessments will be carried out for toileting and nappy changing procedures
- Temporary staff will not change nappies unless employed as a key person on a long term basis

Nappy Changing Procedure

We will follow the Nappy changing Procedure below:

Central nappy changing record for each day – either one member of staff is allocated or it is on an ad hoc basis but all children in a nappy will be changed in the morning even if only wet

- Each child has their own named box which contains the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent).
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
- Approach the child and say or sign that it's time for a nappy change. You may need to negotiate (e.g. "I can see you're playing, but we need to change your nappy. We will do it in 2 minutes"). You should never approach a child from behind, pick them up and take them for a 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.

- If the child's clothes are soiled, they should be bagged separately and sent home.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- Put on a clean nappy.
- Take off the gloves and apron and place them in a nappy bin.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels/drier.
- Wash your hands using liquid soap, warm water and paper towels/drier.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.

Toileting Procedure

We encourage children to become independent when using the toilet but at times a child may need an adults help

- Put on gloves
- Dispose of gloves in a nappy sack and put into the nappy bin
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels/drier.
- Wash your hands using liquid soap, warm water and paper towels/drier.
- Record the time, date and the member of staff assisting to sign