



Nappy Changing procedure and Intimate care

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Policy statement

At Brookside Pre-school, we provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are wearing nappies, pull-ups or toilet training.

We work with parents towards toilet training and, where possible, we will try to mirror what routine children follow at home. Toilet training is viewed as a self-care skill that children can learn with the full support and non-judgemental concern of familiar adults.

Children with medical issues or special educational needs which affect toileting will be supported according to their individual needs.

All staff members and volunteers have an enhanced DBS clearance and are always within earshot of other staff. Bathroom doors are kept ajar so that staff are in view of others but still offer some privacy for the child. We have robust safeguarding and recruitment procedures within our pre-school. We aim to deter those who may be likely to cause harm to children by displaying a strong message right from the recruitment stage that we have a strong safeguarding culture within our setting.

1. Procedure for changing Nappies/pull-ups

We have a list of personalised changing times for the children in our care who are in nappies or pull-ups. We change nappies according to this schedule, or more frequently where necessary. All children wearing nappies will be changed during a 3-hour session, regardless of whether they have soiled their nappy or not.

Procedure:

- Firstly ask the child if you can change their nappy/pull-up. Staff should be sensitive to those who are engaged in play, perhaps giving them warning that you will be back in a few minutes to enable them to finish what they are doing first.
- Gather children's changing things, nappies/pull ups, wipes, any cream, and a nappy sack.
- Prepare the changing area and put out protective wear - clean the changing mat with anti-bacterial spray, put on gloves and apron before changing starts.
- Carefully lay the child on the changing table, ensuring the head is protected. Children who are too large or heavy for the changing table can be changed whilst standing or using a changing mat on the floor. (Staff members must use manual handling procedures whilst lifting children and must make their own judgement on if the changing table can be safely used).
- Use children's wipes to ensure that they are clean. Girls need to be wiped from front to back using a fresh wipe each time.
- Soiled nappies and wipes must be put into a nappy sack, tied up and disposed of in the clinical waste bin.
- Any nappy cream should be (the child's own cream only) which is applied using a tissue.
- The changing mat must be cleaned with anti-bacterial spray/anti-bacterial wipes after each use.
- Aprons and gloves are to be disposed of in the clinical waste bin.
- Cloth nappies should be put into a nappy sack and tied up to send home for the parent to wash. Substantial amounts of faeces can be tipped into the toilet, however staff will not rinse cloth nappies, as we do not have the facilities to do so hygienically.
- Every Nappy change/ instance of intimate care must be documented with a signature, time, and date for safeguarding purposes.
- Staff members must take steps to safeguard themselves from potential Safeguarding allegations by ensuring that they can always be seen and heard by other staff members. This is done by ensuring: double doors to be propped open, bathroom doors to be left ajar, ensure that a staff member is in the main room/building whilst you change a child.

2. Toilet training

We work in partnership with parents to encourage children to take an interest in using the toilet; they may just want to sit on it to begin with so we might offer this opportunity at nappy change times. We look to mirror what the parent is doing at home regarding toilet training where appropriate.

Although sticker charts are a fantastic resource for home, we do not tend to offer reward systems or treats for toileting. We work with positive praise and reinforcement for example 'great job using the toilet all by yourself' or 'wow you did a wee on the potty! Well done'

2.2 Procedure for changing children following toilet accidents

- Acknowledge that the child has had a toilet accident in a sensitive manner. Ask the child if you can change them and walk them to the bathroom.
- Gather children's changing things, spare clothes, wipes, and a nappy sack.
- Staff must put on disposable gloves and an apron before attending to the child.
- For wet accidents the child can be changed standing up, encourage them to step out of wet clothes, wipe themselves clean with baby wipes and get changed. If the child has soiled themselves ask the child to lay on the changing table or mat (depending on child's size and weight) lay them down gently ensuring that the head is protected. Clean the child as per the 'nappy changing procedure'.
- Staff must document all toilet accidents and changes as they would for nappy changing.
- We encourage children to wash their hands with antibacterial soap and use the hand dryer. They should be allowed time for some play as they explore the water and the soap.
- Older children access the toilet when they have the need to and are encouraged to be independent. We encourage children to wipe themselves but will support them if necessary. The highest priority is to ensure that children are kept clean and dry during toilet training.

- Staff do not have the facilities to rinse faeces from clothing, any soiled pants should be double bagged and wet clothes put in a nappy sack to be sent home for parents to wash.
- Children need to be reassured during their changing time and not be made to feel ashamed of toileting accidents. Children can be reminded of what they might do next time for example 'maybe next time we can have a try on the toilet before we go outside'.
- There may be times when children appear not to be physically ready for toilet training. Concerns over toilet training will be discussed with parents and we will respect parents' wishes. However, we do expect that parents will work together with us for example not expecting a child to toilet train at pre-school if they are not doing so at home.
- If the number of accidents a child has at pre-school becomes unmanageable, and if after numerous attempts of support the child is not making progress, the manager may ask the parents for a meeting and suggest either revisiting toileting at a later date or referring for support from another agency such as a health visitor or medical professional.

Parents responsibilities

- Parents need to provide nappies/pullups and baby wipes for their child. These can be kept in the child's bag or labelled and kept at preschool.
- Parents must provide spare clothes and pants for children who are toilet training. Pre-school have limited spare clothes and if we cannot find suitable spare clothes parents may be contacted to collect their child.
- Trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home and washed.
- If your child requires nappy cream to be applied, please provide this in its original container with your child's name on.
- Please offer understanding that your child is likely to have more toilet accidents at pre-school than they might at home. Pre-school is a busy environment where children are often very engrossed in play or are outdoors. Children are more likely to have accidents outside of their home environment. Please remember that children are not receiving 1:1 care as they might at home, so although regular reminders to use the toilet are given by staff, they cannot be constantly reminded.