



## Putnoe Woods Nappy Changing and Toileting Policy and Procedures

### Introduction

Putnoe Woods recognises the importance of ensuring that all children's individual needs are met and cared for through thorough care routines. It is essential that these care routines are met to meet the unique needs of the child as an individual and are delivered appropriately.

During the individual's care routine it is essential that staff ensure that the individual's physical and emotional needs are met, learning and development is supported and privacy is respected.

Putnoe Woods Pre School ensures that no child is excluded from attending the preschool that may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. Work is carried out with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. Any necessary adjustments are made to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. Toilet training is seen as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

*'Providers must ensure there is an adequate number of toilets and hand basins available. Except in childminding settings, there should usually be separate toilet facilities for adults. Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies and providers should ensure that an adequate supply of clean bedding, towels, spare clothes and any other necessary items is always available'*

### The Early Years Statutory Framework 2014

Putnoe Woods recognise that ideally the child's key person will be responsible for the individual's care routine, however we may not always be able to accommodate this.

It is the policy of Putnoe Woods that only staff with current Enhanced DBS checks will be permitted to change or assist in an individual's care routine.



## Roles and Responsibilities

It is imperative that all members of staff are aware of when a child needs to be changed and that all children are checked and changed frequently.

All members of staff in the preschool have the shared responsibility of knowing when a child needs to be changed and must implement this as to ensure the health, safety and wellbeing of the child is paramount and never neglected.

A child who is wet or soiled **MUST NEVER** is left unattended.

Staff will

- 1.1 Ensure that all children's needs are attended to with regard to their health and safety and well being
- 1.2 Ensure where possible the child's keyperson will change and/or ensure that there is a system in place to ensure that no one individual is responsible for changing
- 1.3 Ensure the person who is changing makes the rest of the team aware of their whereabouts and what they are doing
- 1.4 Never close the door to the changing room facility or toileting areas unless absolutely necessary and in the presence of another member of staff ( to Safeguard both the staff and child or to protect the privacy and dignity of the child)
- 1.5 Ensure that they are a positive role model with regard to personal hygiene including hand washing procedures
- 1.6 Ensure that all children are encouraged to wash their hands after changing of any sort including babies (babies hands may be wiped with a wet wipe) and discuss good hygiene in an age appropriate manner
- 1.7 Wear the appropriate personal protective equipment (PPE) - disposable gloves, disposable white apron and sanitise the changing mat after each use
- 1.8 Maintain regular checks of the toilet area and sanitise them as appropriate
- 1.9 Ensure that a child is **NEVER** left unattended on the changing unit



- 1.10 Encourage and assist mobile children to use the steps on the changing unit to reach the changing mat
- 1.11 Converse with parents regarding a child's home changing routine and toilet training routine during settling in visits and record them in the child's All About Me booklet
- 1.12 Foster positive relationships with parents to work in partnership with parents with regard to toilet training
- 1.13 Administer barrier creams that have been documented and have permission granted on the child's registration form
- 1.14 Ensure any special requirements that have been documented i.e. allergies to products
- 1.15 Ensure parents are aware that they need to provide nappies, barrier creams and wipes and that they must be clearly labelled with the child's name
- 1.16 Use changing times as learning opportunities to develop independence and self-care skills and personal, social and emotional development using positive and developmentally appropriate language during engagement
- 1.17 NEVER use negative or derogatory language or gestures
- 1.18 Report any concerns during changing to the Pre School Manager or Safeguarding Officer
- 1.19 Report any breaches with regard to this policy to the Pre School Manager

## The Environment

It is essential that a clean and hygienic changing area is maintained to avoid any risks of cross contamination and the spread of illness or infection.

We will

- 2.1 Maintain a safe and hygienic changing area at all times
- 2.2 Ensure the changing area is fully stocked and equip with:
  - Liquid soap
  - Disposable gloves
  - Disposable aprons
  - Nappy sacks



- Paper towels
  - Anti-bacterial spray
  - If required, potties and nappy bucket
- 2.3 Ensure that the changing mat is free from rips or tears
- 2.4 Empty the nappy bin after each change into yellow clinical waste sacks
- 2.5 Ensure clinical waste sacks are disposed in the yellow clinical waste bin
- 2.6 Ensure all nappy changes and clothing changes are recorded on the changing chart. Including:
- Date
  - Time
  - Soiled / wet
  - Staff initials
  - Any other information i.e. loose, cream applied
- 2.7 When an accident has occurred within the play room, bodily fluids will be immediately cleaned and the area secured from others
- 2.8 Staff will wear appropriate PPE
- 2.9 A re mop and bucket will be used and the area cleaned with hot water and disinfectant
- 2.10 A wet floor sign will be put in place

To avoid any allegations of discriminatory practice staff CAN NOT be asked to withdraw from nappy changing and toilet duties on the basis of a prejudice.

## Nappy Changing / Toileting Process

Following is the nappy changing and toileting process that must be followed at Putnoe Woods Pre School.

- 3.1 Prepare area and ensure it is clean
- 3.2 Ensure that you have all items needed to hand
- 3.3 Wash your hands with soapy warm water and dry
- 3.4 Put on PPE
- 3.5 Ensure clean PPE is worn with every nappy / toileting change



- 3.6 Sensitively explain to the child that they are having their nappy changed or are being changed, this may involve using picture clues and object permanence
- 3.7 Lift the child onto the changing mat, following manual handling procedures or encourage and support the child to use the stairs
- 3.8 Remove the child's nappy or soiled clothing
- 3.9 Clean the child with wipes or suitable alternative, wiping from front to back
- 3.10 Apply barrier cream if required, ensuring a clean disposable glove is worn
- 3.11 Lift the child from the mat, following manual handling procedures or encourage and support them coming down the stairs
- 3.12 Offer the chance of the toilet or potty according to the individual's needs, offering encouragement and support
- 3.13 Dispose of dirty nappy into nappy sack and into yellow clinical waste bag
- 3.14 Place any dirty clothing in nappy sack
- 3.15 If necessary rinse dirty clothing in hot soapy water in the nappy bin and empty water down the toilet. Disinfect and sanitise bin after use
- 3.16 Clean and sanitise changing mat and the surrounding area
- 3.17 If a potty has been used, the contents will be emptied down the toilet and the potty will be cleaned with disinfectant and sanitised
- 3.18 PPE will be worn when cleaning
- 3.19 White aprons and gloves will be removed and discarded before leaving the changing area
- 3.20 Wash hands with warm water and soap

## Toilet Training

Young children **MUST** be accompanied to the toilet to develop their confidence and competence during toilet training.

Older children may be encouraged and supported to go to the toilet on their own.

Staff **MUST** be observant to ensure personal hygiene is maintained.



### Sickness

If a child has diarrhoea this must be monitored and after 2 incidents their parents / carers must be informed and sent home.

Children may not return to preschool for 48 hours after the last bout of diarrhoea.

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
December 2015	Jo Skelton	

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