**Nappy Changing Policy**

# **Policy Statement**

We aim to support children’s care and welfare on a daily basis in line with their individual needs. All children need contact with familiar and consistent carers to ensure they can grow confidently and feel self-assured. Information will be shared between parents and key person about nappy changing and toilet training in a way that suits the parents.

It is important hygienic nappy changing is carried out and supported with effective cleaning practices to reduce and prevent the risk of cross infection between children and staff within the nursery.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

The nappy changing experience should be a relaxed, social routine that provides valuable opportunities for positive interactions between staff and children on an individual basis while supporting positive learning experiences.

Our procedures meet best practice identified by Health and Social Care Standards and Care Inspectorate guidance.

**Responsibilities**

It is the role and responsibility of each individual key person and member of staff to ensure that children’s needs with regards to toileting are being met. It is the responsibility of parents/carers to ensure that they provide nappies, wipes and creams and plenty of changes of clothes.

**Nappy Changing Area**

We will use appropriate designated facilities for nappy changing which are separate to children play areas, food preparation, serving areas and laundry areas. The nappy changing area can be accessed from the play room to offer convenience for changing children in a timely manner while providing privacy to maintain children’s dignity.

As laid out by the Health and Social Care Standards, Children have a right to privacy and dignity during their toileting or nappy changing experience and staff should ensure this is maintained at all times. Rainbow Nursery ensures that all outdoor toilet areas are designed to instil privacy and dignity by using doors or partitions, and ensuring the toilet area is as comfortable as possible.

Rainbow Nursery believes in children having the opportunity to be independent in all areas of development, including toileting, and so our toilet areas are all readily accessible by all children who may need to use them, as laid out in the guidance document Space to Grow (2019).

**Permissions**

Only staff with a satisfactory PVG disclosure are permitted to change nappies. Staff should be trained in the appropriate methods for nappy changing by a qualified member of staff before being allowed to carry this out on their own.

Whenever possible the child should be changed by their key person in order to promote consistent and caring relationships and using this one-to-one time as a key opportunity to talk to children and help them learn.

**Personal Protective Equipment (PPE)**

Staff must always wear disposable gloves and apron while changing nappies and soiled clothes. All aprons and gloves should be disposed of in the designated nappy bins provided. Staff should use new PPE for each nappy change.

Staff should use one pair of gloves to deal with soiled/wet nappy, then remove and replace with a clean pair of gloves to put on the clean nappy.

Staff should not leave the changing area wearing PPE in order to avoid cross infection.

**Changing Nappies**

A child’s nappy should be checked on arrival at nursery. If necessary, it should be changed immediately. If it does not need changed, the time checked should still be noted on the nappy changing record.

All children should be changed as and when required, but no longer than 3 hours apart. If you notice a child has a soiled nappy or it becomes wet, it should be changed immediately.

Staff should always wash their hands before and after each nappy change.

Staff should use wipes to clean the child however, cotton wool and warm water could be used if the child has nappy rash or very sore bottom.

Staff must never leave a child unattended on the changing unit.

Staff should always promote good personal hygiene practices and support children to wash their hands after nappy changes also.

**Soiled Clothes**

If a child has a wet or soiled accident, the clothes should be cleaned appropriately if needed then double bagged in a nappy sack. Staff should label the bag with the child’s name and the date and store in the soiled clothes container.

The staff must remove soiled clothes from the box when the child is being collected from the nursery and be discretely given to the parents.

Under no circumstances should soiled clothing be put into children’s bags or hung on their pegs, in order to avoid cross infection.

**Recording**

All nappy changes should be recorded on the Daily Nappy Changing Record.

All nappy changes must be recorded by the member of staff responsible for carrying out the task.

It should be recorded whether the nappy was wet, soiled or dry at the time of nappy change and also if cream was applied.

**Storage**

Children’s clean nappies, wipes and creams are stored in their individual allocated boxes in the nappy changing area. These should be kept clean and dry.

Staff should respect the parents/carers choice of nappies for their child and ensure the correct brand and size are being used.

Staff should communicate with parents regularly to ensure there is a sufficient supply of nappies and wipes within the nursery at all times.

**Nappy Creams & Lotions**

All nappy creams and lotions should be clearly labelled with the child’s name and written consent obtained from the parent prior to application.

Only nappy creams brought in by the parents for their own child may be used.

Staff must record when a child is sore and cream has been applied.

**Child Protection**

While carrying out intimate care such a nappy changing, staff may notice changes in a child’s physical presentation such e.g. marks, bruises, soreness etc. Should a staff member have any concerns about a child, they should follow the Child Protection policy and procedures.

**Cleaning**

All cleaning products should be nearby for staff to easily access for cleaning after each nappy change, but should be kept out of reach of children.

All cleaning products should be prepared and used according to the manufacturer’s instructions.

The changing mat should be cleaned before and after each child using disinfectant spray. Changing mats will have sealed plastic covering which can be easily wiped. Mats will be checked frequently for cracks or tears. If any are found, mats will be discarded and replaced.

Any spillages on the floor must be cleaned up using paper towels then cleaned with detergent. Paper towels should be disposed of in the nappy bin. The floor should then be mopped using the designated equipment. Staff must wear PPE when cleaning up any spillages.

**Nappy Bins**

All nappy bins should be lidded, lined with a bag and foot operated.

All nappies and wipes should be put into nappy sacks and disposed of in the designated nappy bins provided.

At the end of the day, or if the bin becomes full, the nappy bin should be taken outside and placed in the big bins. An apron and gloves must be worn when doing this.

**Toilet Training & Potties**

If your child is currently toilet training or you feel that they are ready to start, then parents/carers are advised to discuss with their child’s key worker on how they approaching the subject at home. It is our aim to continue the work started by the parent/carer to ensure continuity for the child.

When children are toilet training we would recommend that they wear pants to enable them to recognise the feeling of being wet.

If a child is toilet training then parents are requested to bring in plenty of spare changes of clothes. We would also request that parents bring in spare changes of shoes and we would recommend that children wear shoes, such as ‘crocs’ to enable them to be washed and dried easily.

There are child sized toilets and potties provided and the children are encouraged to use the one they feel most comfortable with. If a child feels most comfortable with their own potty from home, then parents/carers are welcome to bring it in.

Good hygiene practices are always followed at the nursery and the children are shown how to use the potty or toilet and to wash their hands each time they use it.

If a child is toilet training then they will be taken to the toilet regularly by a designated member of staff. Children will be routinely checked to ensure they are clean

Children will be encouraged to sit on the potty and the attempt will always be celebrated and praised. Staff should give children privacy when using potties by sitting them out of sight of passers-by and other children using the toilet area.

Accidents will be dealt with calmly and sympathetically and in a way which does not make the child feel they have done wrong.

Staff will clean the child, freshen them up and put them in clean clothes. However if staff run out of spare changes of clothes then they may have no other option but to place the child in a nappy. Staff will record that they have changed the child on the daily changing sheet.

After use, staff must dispose of the waste appropriately in a toilet. Potties must be cleaned with disinfectant and put away immediately.

Staff should not use the designated hand washing sink to wash potties. Staff should use the sink in the cleaning cupboard.

When potties are not in use, they must be stored out of reach of children, in a sealed bag with the child’s name on it.

**Children Using the Toilet**

Children who are confident in using the toilet will be allowed to do so independently, but toileting will be overseen by a member of staff. It will also be monitored that children are washing their hands correctly. Parents/carers will still be encouraged to bring in spare changes of clothes.

**Date: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines.*