

EPWORTH PRIMARY ACADEMY



Epworth Primary Academy Nursery **Changing and Toileting Policy**

Aims

The aim of the policy is to:

- Safeguard the rights and promote the welfare of children.
- Protect children from discrimination and ensure inclusion for all.
- Provide guidance and reassurances to staff that are required to change a child's nappy.
- Assure parents/carers that practitioners are knowledgeable about personal care and that any individual concerns are taken into account.

Nappy changing and toileting are private procedures and a time for enhancing the relationship between staff members and child. The experience at nappy/toileting is positive time for quality one to one interaction between your child and staff members. Practitioners respect your child's feelings, including fears about toileting.

Basic Principles

- Children have right to feel safe and secure.
- Children will be respected.
- Children have a right to privacy and dignity when staff are meeting their needs.
- Children are supported in their understanding of toilet procedures so that they are led to independence.
- Children's cultural differences will be respected.

Our nappy changing procedure

A child wearing nappies should be changed at least once in a session (morning /afternoon), unless required to be changed immediately due to soiling.

Procedure when using the changing station: (Specifically for children who have soiled or feel more comfortable being changed laid down)

- Gather all the necessary items before each nappy change.
- Staff to wear gloves and blue apron to prevent cross-contamination.
- Place child on nappy changing mat (use steps and support child if they are able to climb).
- Remove nappy and place inside nappy changing sack.
- Reassure child, talk with them, sing appropriated rhymes, etc.
- If a child's clothes are soiled, you should bag them separately and send them home.
- Use wipes to clean child from front to back and place used wipes in nappy sack. Tie nappy sack and dispose of in nappy bin. Soiled nappies should be placed in an outside bin to be emptied into the general waste at the end of the day.
- Put a clean nappy and apply cream (if requested by parents).
- Dress the child.
- Help the child down from the changing area.
- Help the child to wash their hands using liquid soap, warm water and dry with paper towels.
- Use anti-bacterial spray or anti-bacterial wipes to clean changing mat and surrounding area (including underneath the mat).
- Take off gloves and apron and place in a nappy bag, dispose of in appropriate nappy bin.
- Restock area with wipes/nappy sacks.
- Wash and dry your hands.
- Record nappy change within the book including the date, time and initials of staff member.

Procedure when changing in the toilet area: (For general nappy changes to help support toilet training routines, particularly those in pull-ups)

- Gather all the necessary items before each nappy change.
- Staff to wear gloves and blue apron to prevent cross-contamination.
- Encourage and support the child to remove clothes and shoes as needed.
- Help child to remove nappy and adult to place it inside nappy changing sack.
- Encourage child to try sitting on the toilet if they are willing.
- Reassure child, talk with them, sing appropriated rhymes, etc.
- Support child to use wipes to clean themselves from front to back and place used wipes in nappy sack. Tie nappy sack and dispose of in nappy bin. Soiled nappies should be placed in an outside bin to be emptied into the general waste at the end of the day.
- Put a clean nappy on and apply cream (if requested by parents).
- Support the child to dress.
- Help the child to wash their hands using liquid soap, warm water and dry with paper towels or hand dryer.
- Use anti-bacterial spray or anti-bacterial wipes to clean changing mat if used on floor.
- Take off gloves and apron and place in a nappy bag, dispose of in an appropriate nappy bin. Restock area with wipes/nappy sacks.
- Wash and dry your hands.
- Record nappy change within the book including the date, time and initials of staff member.

Toilet Training

We work in partnership with parent/carers to:

- Encourage and develop your child's self care skills.
- Offer praise and encouragement.
- Share progress with parents/carers regularly.
- Respect your child's privacy and feelings.

Policy updated January 2021