Bushfield Road Infant School

NAPPY CHANGING POLICY

2021-2022

Mission Statement:

At Bushfield Infant School, we provide a positive, happy and safe learning environment where all children feel valued and secure. We are committed to providing a rich and exciting curriculum, which encourages all children to meet challenges with enthusiasm and inspires them to succeed. At the heart of our school is a strong commitment to raising children's self-esteem and self-confidence, which enables them to become confident life-long learners.

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing.

Policy Statement:

In line with the Disability Discrimination Act (DDA 2001 amended 2005), Bushfield Road Nursery states that no child will be 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 aim to 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 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:

- To safeguard the rights and promote the welfare of children.
- To assure parents and 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.
- To provide guidance to staff who are required to change a child's nappy.

Basic Principles:

At Bushfield Road Nursery, we consider the following principles when nappy changing:

- Children have the right to feel safe and secure.
- Children will be respected and valued as individuals.
- Children have the right to privacy and dignity when staff are meeting their needs.
- Children are supported in their understanding of toileting procedures to lead to their independence.

Safeguarding Pupils:

We ensure that all staff are familiar with the school's Safeguarding Procedures and Policy. It is important that children are changed in a reassuring and caring way by their key person or another familiar member of staff who they have a close relationship with. We ensure that the child understands our intention to change their nappy and gives us consent, if appropriate to their development. This is so they understand that it is not appropriate for just anyone to take them off and undress them.

Staff should always change children in the designated changing area, using the change table as appropriate, which allows for privacy. Staff should inform another member of staff of their intent to change a child's nappy before leaving the Nursery. Staff are encouraged to ask for help or support when they feel it is needed.

Working with Parents and Carers:

If a child has a disability or medical need that may affect their personal care routine then a Health Care Plan will be drawn up in agreement with Parents or Carers. Parents will be asked when their child first starts at Nursery about their nappy changing procedure at home and if any special words are used. Parents will be asked at Home visit whether they feel their child is ready for toilet training and if they are happy for Nursery staff to begin that process when the child is settled into Nursery. Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session. e.g. badly soiled nappy, strong smelling urine etc.

Toilet Training:

At Bushfield Nursery we will encourage all our children to achieve continence when they exhibit signs that they are ready. We aim to work in partnership with parents and carers to achieve this as quickly and easily as possible.

In addition, key persons ensure that nappy changing is a relaxed time and is used to promote independence in young children. Staff will use the nappy changing time to talk to the child about what they are doing and develop the child's vocabulary. They will also try to encourage them to become independent in dressing and undressing themselves and washing and drying their hands.

Protection for Staff:

Nappy changing procedures will be carried out by a member of the Nursery Staff and where possible that will be the child's Key Worker or supporting TA.

- Staff will be trained in good working practices which comply with health and safety regulations.
- Staff will inform another member of staff discreetly that they are taking a child out to change their nappy.
- If a situation occurs that causes staff concern then a second member of staff should be called if necessary and the incident reported to the Nursery Teacher and recorded in the child's profile.
- If staff are concerned about a child's actions or comments whilst nappy changing or they notice any unusual marks then this should be discussed with the Nursery Teacher and the School's Child Protection Leader immediately. Details of the incident should be recorded in the child's profile.
- Students and parent helpers will not change nappies.
- Supply staff will not change nappies unless employed as a key worker on a long term basis.

Nappy Changing:

- Items needed for nappy changing will be stored in the change room on the shelves in the changing station in a box labelled with the child's name. Parents should provide wipes, nappies and a change of clothes for accidents. Every child will have a small change book also in the box to record when the nappy was changed and by whom.
- Nappies should be changed at designated times of the day unless the nappy has been soiled when it should be changed immediately. These times are between 10.30am and 11am in the morning and 2.30pm and 3pm in the afternoon.
- All children in nappies or pull ups will be checked at these times. If the child's nappy is dry then the nappy does not need to be changed at this time. The member of staff checking should make a note in the child's change book that it has been checked. The child should be checked again later on in the day and changed as appropriate.
- Children that wear pull ups will be encouraged to use the toilet or potty at snack and lunch time as appropriate.
- All staff will be aware of which children are in nappies or pull ups and those that are currently being toilet trained. Staff at lunchtime will be informed of who has or hasn't been changed in the morning.

Nappy Changing Procedure:

- Approach the child and explain that it is time to change their nappy. If they are engrossed in an activity then give them a warning "We are going to change your nappy in 2 minutes"
- Do not approach the child from behind. Do not pick them up and take them for a nappy change. Take the child's hand and lead them to the change room, letting another adult know where you are going.
- Wash your hands and put on disposable gloves. A plastic apron can be worn if needed. A new set of gloves should be used for each nappy change. A large piece of tissue should be used to cover the change table which the child lays on.
- Pull out the steps on the change table and support the child to climb the steps using the hand rail as appropriate.
- Sit the child on the change table and ask them to help you remove their shoes and any clothing so that the nappy can be accessed. Then lay the child down on the change table, over the large piece of tissue.
- Remove the child's nappy and place it in a nappy bag. Do not make any negative comments about the content of the nappy.
- Use wipes to clean the child, wiping from front to back, and put them in the nappy bag too, tying the bag up.
- Put on a clean nappy.
- The shower can be used to clean children if they need it but another adult should be present to help with this procedure.
- If a child's clothes are soiled then they should be put in a nappy bag to be sent home.
- Take the gloves off and put them in the bin.
- Encourage the child to help you dress them and then wash and dry their hands with soap.
- Wash and dry your hands with soap and warm water.

- Take the child back into Nursery.
- Return to the changing area. Clean the changing mat and the hand rail with disinfectant. Replace the large piece of tissue with a clean piece from the roll. Put the used nappy in the blue bin outside nursery. Remove your apron if one has been worn. Wash and dry your hands.
- Staff should record in the child's red book the time that the child had been changed, whether they were wet or soiled and their initials.
- Children can be changed standing up on the floor of the change room if this is more appropriate for them.

Toilet Training Procedure:

- At Bushfield Nursery when we feel a child is ready for toilet training we will discuss this with parents and carers.
- Parents will be encouraged to provide pull ups and pants as well as changes of clothes to help with the training time.
- We will encourage the child to sit on the potty or toilet at regularly during the day.
- Children will be encouraged to wear pants whilst in Nursery. If they are having a lot of accidents then we may put a pull up over the pants.
- Using the potty or toilet in the nursery will be rewarded in line with the schools behaviour policy or in special circumstances using an individual sticker chart.
- Soiled clothes and pants will be returned to parents in nappy bags.
- Key workers will communicate with parents at the end of the day how successful toilet training has been or through our home/school diary.
- Potties will be emptied into the toilet and cleaned using disinfectant after every use. Staff should wear gloves to do this.
- If a child requires help in wiping themselves after using the toilet then staff should wear gloves and use toilet training wipes that can be flushed down the toilet.

Showering:

If a child has had a bad toilet accident in Nursery, then they may require a shower. The shower is in the change room so ensures complete privacy. The Nursery teacher should be informed if a child needs showering to enable staff to be deployed appropriately to maintain the correct ratios in Nursery. The child's parent should always be informed if their child has had to be showered in Nursery.

Showering Procedure:

- Two adults are required to shower a child.
- Put on gloves and apron. Put shoe covers on if required.
- Remove the child's clothes and put anything soiled into a plastic bag and tie up. Badly soiled pants can be thrown away (put in a nappy bag first).
- Turn the shower on (pulling the cord near the door first).
- Test the water and make sure it isn't too hot. Make sure water is tested on skin that doesn't have gloves on.

- Ask the child to stand in the shower area.
- Use the shower head to rinse the child.
- Dispense foam soap into hands and lather.
- Rub the child with the soap and rinse clean.
- Repeat as necessary.
- When clean turn off shower and remove gloves.
- Dry the child using a clean towel.
- Dress the child in clean clothes (borrowing from Nursery where necessary).
- Return the child to Nursery.
- Remove apron.
- Wash towel.
- Turn off shower using pull cord near the door.
- Put up caution wet floor signs if the floor is very wet.
- Inform the cleaner when the shower has been used in order for it to be cleaned appropriately.