



Aims

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, consistent carers to ensure they can grow confidently and feel self-assured.

Nappy Changing

Children will have their nappies changed according to their individual needs and requirements by their key worker wherever possible. Children are checked at least once per hour, to determine if their nappies are wet or soiled and changed immediately.

As well as this, all nappies will be changed at 11:30am (before lunch) and at 2:30pm (before afternoon snack).

Information will be shared between parents/carers and key person about nappy changing and toilet training either during handover at the end of the day or via the Tapestry care plan.

Nappies are changed on the floor in the nappy changing area as we feel this is the safest way to do so. The floor and changing mat are cleaned before every nappy change.

We always work 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. Through the following actions we will endeavour to support all parties.

The Nappy Changing Procedure

These procedures are to ensure the safety of both the children in our care and the Nursery staff.

- A child's nappy should be checked on arrival at the nursery, however we do ask that parents/carers try their best to ensure their child arrives with a clean and dry nappy/pull up/ underwear. If necessary, it should be changed immediately by a member of staff.
- All children should be changed as and when needed, but at least 2 times daily, morning and afternoon. Whenever possible the child should be changed by their key person and NEVER by anyone who has not provided a satisfactory DBS.
- All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or S (soiled), time of nappy change and initialled by the member of staff.
- Staff must ensure that children are not bringing objects with them into the nappy changing area. Particularly objects small enough to be put in their mouths.
- Staff must ensure that there is no risk of tripping or slipping when entering the nappy changing area.

- A child should be changed immediately if they soil their nappy or it becomes wet.
- Only staff with a valid DBS check will be permitted to change nappies.
- When changing a nappy, staff members must wear disposable gloves and/ or aprons. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- When changing a nappy a sheet from the blue/white roll must be placed on the changing mat to lay the child down on. This must be replaced after the mat has been sprayed with the anti-bac after every nappy change.
- Please wash hands after each nappy change.
- All children are to wash their hands after nappy changing. – this promotes good hygiene practice from an early age
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use, staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac spray and put away immediately. Again staff then wash their hands.

Important Note

For any non-prescription cream for skin conditions e.g. Sudocrem each child should have their own creams and lotions. These can be supplied by the parent/carer and must be clearly labelled with the child's name. Prior written permission must be obtained from the parent/carer. When applying creams for rashes etc., a gloved hand will be used.

For any prescription cream or lotion it must come to the nursery/school with the prescription label clearly showing on the tube or box and the parent/carer must sign a medical consent form before leaving the item and the child in the care of nursery staff.

Toilet Trained/Training

If a child is old enough to meet their own toileting needs, a staff member can support the child according to age and ability to use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.

Staff members will also ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.

When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes. The staff member will put on a pair of disposable gloves and / or apron. Remove the wet/soiled clothes from the child. Clean the areas that need cleaning. The staff member will talk through with the children what they are about to do so that they are happy and understanding. If a child is capable of doing so, they can help with the removal of any clothing.

Wet/soiled clothing will be put into a bag so that they can be sent home. The staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel. Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to continue with their activities/play.

Staff will return to the changing area and clean the area using the cleaning materials and liquids provided. The area will then either be closed until dry or a wet sign would be placed up.

Parent/Carer Responsibilities

At Tregony CP School and Nursery, we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents/Carers understand and agree with the procedures that will be followed when their child is changed at school as set out in this policy.
- The school/nursery requires the parents/carers to supply nappies, wipes and sundries that will be used and applied as necessary.
- Parents/Carers understand that they will be asked to collect their child from nursery/school if their child shows symptoms of illness or indications of ill health (2 watery/loose nappies in quick succession so within an hour of each other).
- Parents/carers must send their child in nappies or protective underwear until they are dry and clean the majority of the time. We ask that children are only sent in with pull-ups if toilet training