

## **Nappy Changing and Toileting Policy**

### **Policy Statement**

At our Pre-School, we warmly welcome all children regardless of their self-care skills. We collaborate with parents to support toilet training, aiming for every child to reach an appropriate level of self-care before moving on. We view toilet training as an essential self-care skill and ensure that our dedicated staff provides all the support needed to help each child achieve their personal best. We believe in working together to make this journey a positive experience for everyone involved.

### **Nappy and Toileting Hygiene Procedure**

This procedure is to be followed by all staff at Pound Hill Pre-School. Failure to do so may result in disciplinary action.

#### **Setting up toilets**

- ❖ Red bins to have bin liners placed inside.
- ❖ Paper towels to be placed in the supplied holders.
- ❖ Basket containing the following is to be stored in the kitchen when the toilets are not in use.
  - Nappy bags
  - Gloves
  - Aprons
  - Wipes
- ❖ Anti-bacterial spray is to be kept out of reach of children, either hanging from high pipe or stored in the kitchen until used.
- ❖ Blue cloth to be placed over metal piping for ease of use.
- ❖ Toileting and nappy change lost to be completed by the morning toilet person.

#### **PPE**

- ❖ Aprons are available for staff to wear if they so wish – disposal of these MUST be in the kitchen bin.
- ❖ Gloves are to be worn for nappy changing or for wet/soiled clothing.
- ❖ Gloves MUST be changed for each child.
- ❖ Gloves are to be disposed of in the kitchen bin.

#### **Nappies and Clothes**

- ❖ Nappies are to be placed into a nappy bag and disposed of in the nappy bin provided – found in the disabled toilet.
- ❖ Any soiled clothes are to be double bagged, named and placed in the child's bag or tied to the outside of their bag.
- ❖ Any faeces should be tried to be disposed of down the toilet before bagging.
- ❖ If the child needs a full change, then two staff members must be present.
- ❖ Changing mat is to be cleaned with antibacterial spray after each child.
- ❖ Toilets are to be cleaned regularly throughout the day using antibacterial spray.
- ❖ Sinks are to be cleaned using the blue cloths and antibacterial spray.
- ❖ The Adult should always be visible from the doorway of the boy's toilets when changing nappies and or clothes.

### **Toileting**

- ❖ Children are encouraged to be independent in using the toilet.
- ❖ If a child needs assistance with wiping an adult will verbally direct the child to do this by themselves.
- ❖ Gloves are to be worn if staff physically support a child with wiping.
- ❖ Children are encouraged to wash their hands with soap after toileting and to use a paper towel to dry them.
- ❖ If a child has used the potty staff will empty and clean the potty with antibacterial spray between children.

### **Packing away**

- ❖ Step stools are to be cleaned at the end of everyday using antibacterial spray and the blue cloth.
- ❖ The potty is to be cleaned using antibacterial spray.
- ❖ Bin bags are removed and placed into the kitchen bin.
- ❖ Bins are then wiped out using antibacterial spray and blue cloths.
- ❖ Toilets are to be cleaned with antibacterial spray.
- ❖ Sinks are to be cleaned using antibacterial spray and blue cloths.

**This policy was adopted by**  
**Position within the Pre-School**

**Katy Platt**  
**Manager & nominated individual**