



Pound Hill Pre-School Policy and Procedures

Nappy Changing

Policy Statement

No child is 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. We work with parents towards toilet training 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 opportunity to learn, with the full support and non-judgemental concern of adults.

Procedures

- A daily list of children who require nappy changing or support with toileting is drawn up every morning. Once children are taken to the toilet or have their nappy changed this is recorded as appropriate.
- All Practitioners are familiar with hygiene procedures and carry these out when changing nappies.
- Practitioners are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Practitioners do not make inappropriate comments about children's genitals when changing their nappies.
- We will support families with toilet training using language used at home where necessary and continuing with procedures adopted at home.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and to talk to a friend who is also using the toilet. However, the toilet is not permitted to be used as an extension of a play area for children.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Children are encouraged to wash their hands after toileting with soap and paper towels to hand.
- Nappies are bagged and disposed of in the bin provided.
- Any soiled clothing is double bagged for the parent to take home.
- When changing a child's clothes fully this will be carried out with 2 staff members present.

This policy was adopted byK Platt.....

Role of signatoryManager.....

DateJuly 2021.....

Date to be reviewed01/09/2022.....

Nappy and Toileting Hygiene Procedures

This procedure needs to be followed by all staff at the Pre-School.

Setting up toilets

- Black bins to have bin liners placed inside.
- Paper towels to be separated and placed within supplied basket.
- Bags need to be placed up high so no child can access these.
- Wipes, gloves, and nappy sacks to be placed inside supplied basket and then placed on windowsill.
- Blue cleaning cloth placed on windowsill along with a bottle of anti-bacterial spray.
- Toileting and Nappy change list to be completed (by toilet person)

PPE

- Aprons should be always worn by the person on toilets.
- Aprons and Gloves are to be worn when changing Nappies or wet/soiled clothes.
- New Aprons and Gloves should be changed for every child.
- All Gloves and Aprons 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 located outside.
- Any soiled or wet clothes are to be double bagged, named and placed in the child's bag or tied to the outside of their bag.
- Any soiled underwear is changed any large faeces to be disposed of in the toilet and then underwear is to be double bagged and placed in the child's bag.
- If a child needs a full change of clothes this should be done with 2 staff members 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 spray.

Packing away

- Step Stools are to be cleaned at the end of everyday using antibacterial and spray and cloth.
- Potty is to be cleaned prior to placing into the bag.

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- Changing Mat is to be wiped over before storing away.
- Bin bags are to be removed and placed into the kitchen bin.
- Bin to be wiped over with antibacterial spray.
- Toilets to be cleaned with antibacterial spray.