

Toileting / Nappy Changing procedures

'Let all that you do, be done in love' 1 Corinthians 16:14

This document indicates the specific practices and procedures that are used at St Leonard's First School & Nursery with regard to the **SUAT Intimate Care policy statement**.

Our Early Years team will change children's nappies and we will work with families to promote toilet training, unless there are medical reasons why this is not appropriate.

Where children beyond Early Years are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met.

Nappy changing and cleaning/changing a child who has soiled/wet clothing takes place in accordance with the individual child's needs.

All members of staff have current DBS checks, any new staff member who is waiting on their criminal records check will not be allowed to change a child or be left alone with them at any time. In addition, volunteers or visitors to the setting will not be permitted to change a child's nappy/soiled/wet clothing. However, students who attend the setting may need to change a nappy as part of their course curriculum, if this is the case, parents / carers will be asked to sign a permission form allowing a student to change their child's nappy under the supervision of a member of staff with a DBS check. To ensure the safety of children in the setting the SLT understands that it is their responsibility to verify with the student's college tutor that changing a nappy is a part of their course curriculum.

A parent or carer joining their own child's session is able to change their own child's nappy/clothing in the designated area, it is the responsibility of staff to ensure all adults are informed at the beginning of the session that:

- They cannot change any child's nappy/clothing
- They cannot be left alone with a child

Before taking a child to be changed the staff member responsible will inform another member of staff from their classroom. This is to ensure that classroom staff know that a child hasn't gone missing and also where the staff member is.

A nappy changing record is signed and dated by members of staff every time a child's nappy is changed or if their clothing is soiled/wet.

Children's nappies will be changed either in the designated changing area in the disabled toilet in the main school building or in the toilet cubicle. Staff members will ensure that the area is clean before changing a child's nappy/soiled clothing/wet clothing. Children wanting to use the toilets are asked to wait until the nappy changing procedure is completed to ensure privacy to the child being changed.

Children's nappies will be changed on the floor using a nappy changing mat. This is to ensure the health and safety of staff members and to ensure children do not fall from a height.

Parents/carers supply nappies, wipes, and cream for their child in a clearly named bag.

Procedures for changing a nappy

- Make a member of the office staff aware that you are changing a child
- Check that the mat is clean before a child lays on it – antibacterial wipes are kept in the cupboard in the disabled toilet
- Staff must wash their hands before changing a nappy
- Put on a disposable apron & disposable gloves
- If appropriate encourage the child to remove their own clothing and lay on the mat
- Put the soiled nappy in a nappy sack – spares available in the cupboard
- Clean the child and put soiled wipes in the nappy sack and place in the nappy bin
- Use the nappy & wipes supplied by parents
- Encourage & assist the child to dress themselves
- Put any soiled clothing into a carrier bag to hand to parents
- Support the child in washing their hands
- Clean the changing mat with anti-bacterial wipes / spray
- Dispose of plastic apron and gloves
- Wash your own hands
- Complete the nappy changing record.

Changing soiled/wet clothing

When changing a child's wet or soiled clothing the staff member should follow the following procedures:

- Collect the child's clean clothing or use school spares kept in the disabled toilet
- Tell a member of the office staff you are changing a child
- Wash hands
- Put on a disposable apron & gloves
- Ask the child to remove wet clothing, giving assistance if required
- Place wet/soiled clothing into a carrier/nappy sack
- If any stools in pants, if possible flush away
- Use baby wipes to clean a child's bottom if needed, dispose of the wipes in the nappy bin
- Encourage and assist a child to get dressed in clean clothing
- Support the child in washing their hands
- Dispose of your apron & gloves
- Wash your own hands
- Complete the changing record
- Inform parent/carer that their child has been changed.

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