

Toileting / Nappy Changing procedures

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 are happy to change children's nappies, we will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where learners 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.

A 'parent helper' 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 parent helpers are informed at the beginning of the session that:

- They can not change any child's nappy / clothing
- They can not 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.

Our designated area for changing a nappy or any wet/soiled clothing is the disabled toilet, if the accident has happened in the classroom toilet, then staff must ensure the privacy of the child whilst helping them to get changed.

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

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- 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

Policy reviewed: October 2021