

# Michaelchurch Escley Primary and Pre School



## Nappy Changing and Toileting Policy and Procedure

Created by:	Head Teacher
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Michaelchurch Escley Pre School recognises that children will come to the setting in varying stages of development in regard to toileting. At whichever stage of development, children will be welcomed into the setting.

### **Nappy Changing**

Staff will ensure that children are kept clean and comfortable by being changed and checked on a regular basis. Children are treated with dignity and respect during nappy changes, their key worker ensure these times take place on a designated changing table. Staff work together with families to understand the child's nappy changing needs. Parents/carers will be asked to provide the nursery with wipes and nappies for their children for the day. Such items will only be used for the child they are intended for. Strictly only regular preschool staff will be permitted to change children at any point.

If parents/carers feel nappy cream is necessary, they will be asked to complete a 'parental consent to administer medicine' form (in 'Key Information' on website) before staff will apply any cream/ointments. Parents/carer will then provide preschool with a nappy ointment/cream that is suitable for their child. Nappy ointments/creams need to be clearly labelled and handed to staff on arrival. They will then be stored securely during the day.

### **Nappy Changing Procedure**

Our nappy changing procedure is as follows:

Step 1 Children who are soiled will be changed immediately.

Step 2 Gloves will be worn by practitioners.

Step 3 Key workers will collect all changing items needed before changing the child.

Step 4 Children will be changed on a changing unit in cloakroom area next to toilets.

Step 5 Children will not be left unattended on the changing unit.

Step 6 Wet/soiled nappies will be removed, and the child cleaned with baby wipes (unless otherwise specified by the parent) from front to back.

Step 7 If needed, cream will be applied and then a clean nappy/pull up will be put on. (Parents/carers must provide their child's own labelled nappy cream).

Step 8 Changing mat will be cleaned hygienically and wiped thoroughly after every use.

Step 9 Soiled nappies, used wipes, gloves and aprons will be disposed of in the designated nappy bin.

Step 10 Key worker and child will thoroughly wash and dry their hands following recommended hand washing procedures.

Step 11 Key workers will update record of nappy changing in the nappy changing record book.

## **Toileting**

We promote independent toileting for all children as they progress through this developmental stage.

Only key workers will be permitted in the toilet at any point.

### **Toileting support procedure:**

Our toileting support procedure is as follows:

Step 1 Children are encouraged to ask a staff member if they need to use the toilet.

Step 2 Children will be encouraged to clean and wipe themselves after toilet use.

Step 3 Key workers may check children afterwards and if they need help with maintaining children's hygiene, practitioners will support and wipe children.

Step 4 Key workers will use disposable protective equipment e.g. gloves and aprons, when appropriate

Step 5 Children will be encouraged to tend to their personal hygiene needs. However, practitioners will supervise hand washing afterwards and provide help should it be required.

## **Safeguarding**

Preschool staff will take all necessary measures to safeguard themselves when they are toileting children. Any staff witnessing any incidents or have concerns regarding children's safety should first ensure the safety of the child, then report the incident immediately using My Concern. All safeguarding incidents will be dealt with in line with the Safeguarding and Child Protection Policy.

Parents/carers may change their child/attend to their child in the toilet cubicle if there are no other children present in the bathroom area. Preschool staff will check before permitting access.

## **Outdoor toileting**

All children are encouraged to use the toilet before leaving preschool for any length of time. However, if the need arises and it is not appropriate or easy to get back to either the preschool toilet or the hall toilets, a wild wee or poo may be appropriate.

Wild wee's - Staff will support as necessary. Children will move to a discrete area, away from any watercourse.

Wild poo's – a small hole will be dug, staff will support as necessary. Foliage, leaves and sticks will be used to cover over the hole. A trowel, wipes and hand sanitiser will be carried in the main rucksack.