

3.9 Nappy changing

Policy

No child is excluded from participating in our provision who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents to support toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill, that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Procedures

Nappy Changing Areas:

- We will use appropriate designated areas for nappy changing which meet the following criteria:
 - Facilities are separate to food preparation and serving areas and children's play areas.
 - Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is repaired or discarded. Disposable paper towels are placed in this area / on top of the changing mat for added protection when and if needed.
 - A designated antibacterial spray is labelled and located in this area for the sole use of nappy changing.
 - PPE must be worn. Follow nappy changing procedure.
 - Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are foot-pedal operated, regularly emptied and placed in an appropriate waste collection area.
 - Where applicable we encourage children to use the steps when accessing and exiting the nappy area. Adult support is required.
 - Changing areas must always be safe for nappy changing.
 - Children are not to be left unsupervised whilst changing a nappy.
 - Each young child has their own basket/ bag with their nappies or 'pull ups' and changing wipes etc...
 - Gloves and aprons (PPE) are put on before changing starts and the areas are prepared.
 - A designated 'NAPPY CHANGING PROCEDURE' poster is displayed to support staff who should follow our 6-step guidance.
 - Each child should have their own creams and lotions. These are supplied by the parent/ carer and must be clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams, a gloved hand is used.
- We conduct working practice observations of all aspects of childcare operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines.
- We conduct regular risk assessments of all aspects of the setting(s) operations including intimate care and reviewing of the safeguards in place. The setting has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.
- Key persons undertake changing young children in their key groups; back up key persons change them if the key person is absent.
- Where necessary employees avoid lifting heavier/ larger or older children and adapt the changing environment to suit the needs of the individual so it is safe.
- If the changing bay has steps, we encourage children to use them, to avoid lifting.
- Key persons do not make inappropriate comments about young children's genitals.
- We work closely with parents on all aspects of the child's care and education. Supervisors alongside their teams introduce a daily routine within their classroom(s). Key persons have an awareness of personalised changing times for the young children in their care who are in nappies or 'pull-ups'.
- It is essential for any intimate care plan or routines, which may require specialist training or support, to be reviewed by a supervisor. If a child requires specific support, the setting will arrange a meeting with the parent/ carer to discover all the relevant information relating to this, to enable the staff to care for the child fully and meet their individual needs.
- We communicate messages through ParentAdmin. We encourage all our parents/ carers to use this interface as it is secure and our main point of communicating and recording messages. Children's nappy changes are documented on the child diaries, including time of change, if cream was applied and if the nappy was wet or soiled.
- We encourage parents to be engaged in the process of potty / training and continue this process with their child at home and keep us informed. Our setting has reward charts to support families with this.

Adopting Good Practice:

- We follow up procedures through supervision meetings and appraisals to identify any areas for development or further training.
- We ensure all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the Child Protection policy.
- We balance the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines do not take place behind closed doors.
- Cameras, tablets and mobile phones are not permitted within toilet and intimate care areas.
- We have a whistleblowing policy to help staff raise any concerns relating to their peers and helping our workforce develop confidence in raising concerns as they arise in order to safeguard the children in the setting.
- We ensure that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests.
- We ensure all staff undertaking nappy changing have suitable Enhanced DBS checks.
- We train all staff in the appropriate methods for nappy changing. Nappy changing training is provided as part of an staff induction process. This is completed by a supervisor or manager.
- We ensure that no child is ever left unattended during the nappy changing time.

Permission(s) for Nappy Changing:

- Parents and/or carers must provide information about their child's needs and keep this information up to date on their ParentAdmin account.
- Parents and/or carers notify the setting of any changes in writing using ParentAdmin and send a notification alongside any relevant information/ supporting documentation. Here is the link: <https://uk.parentadmin.com/login.php>
- Written permission must be obtained by the parent and/or carer for applying non-prescription creams by our staff.
- Parent and/or carer is responsible for providing non-prescription creams.
- If a medical prescription product is provided then a relevant form is completed, and information is recorded.

The setting must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

Safety

- Key persons are gentle when changing; they avoid pulling negative faces and making negative comments about 'nappy contents'.
- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.
- We ensure all staff have an up-to-date understanding of Child Protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the Child Protection policy.
- We take precautionary measures to make sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Staff who are pregnant should address any potential issue in writing with their line manager at the earliest opportunity.
- Depending on the behaviour, size, age and weight of a child we may need to change a child on the floor for safety purposes. In these circumstances we place the nappy changing mat on the floor and follow the same 6-step procedure.
- If applicable, apprentices only change nappies with the support and close supervision of a qualified member of staff.
- If any parent/ carer or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the manager at the earliest opportunity.

Supporting Toilet Training:

- Young children may wear 'pull ups' or other types of training pants as soon as they are comfortable with this, and staff have sort their parents/ carers agreement.
- In addition, key persons ensure that toilet training is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet.
- The children should be encouraged to wash their hands using soap. Staff should always be aware of a child/ren in a toilet facility and should support when necessary. Visual images may be used to support communicating this to children.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Pull-ups' are disposed of hygienically. Any soil (faeces) in pull-ups is flushed down the toilet and the pull-up is bagged and put in the bin. Cloth pull-ups, trainer pants and ordinary pants that have been wet or soiled are not rinsed to avoid the spread of cross-contamination and are bagged for the parent/ carer to take home.
- Our staff introduce reward charts and we encourage parents to continue this reward and recognition strategy at home for continuity.



NAPPY CHANGING PROCEDURE

When changing a child please follow our 6 step Nappy Changing procedure.



1. PREPARE:

- Wash your hands thoroughly with antibacterial soap and water prior to changing a child.
- If applicable, if the child has soiled excessively cover the nappy changing surface with disposable liner (green paper towels).
- Bring your supplies to the changing area (e.g., clean nappy, wipes, cream, gloves, plastic nappy bag for soiled clothing, potentially extra clothes).
- Wear PPE (Personal Protective Equipment), including gloves and apron.



2. CLEAN CHILD:

- Remove child's dummy or any toy a child potentially may be holding to minimise cross contamination.
- Place the child on changing surface and unfasten nappy.
- Clean the child's nappy area with disposable wipes. Always wipe front to back!
- Keep soiled nappy/clothing away from any surfaces that cannot be easily cleaned. Securely bag soiled clothing.
- Place used nappy & wipes in nappy bag. Tie to seal and place to one side. Do not leave child unattended.



3. REPLACE NAPPY:

- Slide a fresh nappy under the child.
- Apply nappy cream, if needed.
- Fasten the nappy and dress the child.
- Ensure the child's hands are cleaned thoroughly.
- Return the child safely to a supervised area.



4. REMOVE TRASH:

- Remove liner from the changing surface and discard in the bin.
- Discard the nappy bag in the designated nappy bin (must be a peddle bin). Avoid hand contact with the bin.



5. CLEAN UP:

- Wipe up any visible soil with a baby wipe.
- Wet the entire surface with the designated anti-bacterial spray for the changing bay area (*Please note: Label and assign an anti-bacterial spray in this area and always wear gloves when using*)
- Once completed clean down, remove and discard gloves and apron.



6. WASH YOUR HANDS & IF APPLICABLE TAKE ACTION:

- Wash your hands thoroughly with antibacterial soap and water.
- Return child's contents to designated bag or box.
- If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the manager at the earliest opportunity for support.
- If you have identified any potential signs and symptoms of abuse immediately raise these concerns as set out in the child protection policy.
- Record the nappy change and discuss any concerns with your Supervisor.

For further information please visit our full Nappy Changing policy & procedures on our website.

www.earlylearnersnurseries.co.uk