

# Godstone Primary and Nursery School



## Nursery Nappy Changing Policy

**REVIEW DATE:** September 2023

**REVIEWED BY:** Headteacher

**NEXT REVIEW:** September 2024

**WRITTEN BY:** Liz Hellier

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Chair of Governors: Liam McGivern

This policy covers all children in the Nursery from 2 to 5 years old. Our aim is to foster independence in all children with regard to toilet training. We work with parents to ensure a consistent approach to nappy changing and toilet training. We understand that all children develop at different rates and this must be respected. We understand that some children may have medical conditions and may not be ready to be toilet trained.

Godstone Primary and Nursery School has been adapted to provide a separate space for the two-year-old children with a changing table. Children are positioned so that the wall and the member of staff can shield the child from view to ensure privacy whilst ensuring that the member of staff is not alone whilst changing a child. The curtains are moved into position to ensure the child is not in view when necessary.

Parents are asked about their child's nappy changing needs at the home visit before the child starts in the Nursery. Parents are asked to provide all the necessary wipes, cotton wool, nappies and creams that their child may need. Staff ensure that the same procedures as home are used wherever possible to ensure continuity for the child. Each nappy change is recorded in the child's home link book including the time and whether the child was wet, dry or soiled.

Children wearing nappies or pull-ups are checked at least every two hours. It is normally the responsibility of the key person to change a child's nappy to ensure continuity for the child, however if the key person is not available e.g. having lunch, then another member of staff who is well known to the child would change the nappy. Every child's individual needs are shared with all members of staff. The child is made aware of the need to change his/her nappy before being taken to the changing table.

### **Procedure**

- All the necessary items needed before each nappy change are gathered, for example, nappy, wipes, nappy sack, cream if necessary (each child has their own named cream). Each child has their own named bag containing these items and spare clothes in case of accidents. Parents may also choose to provide spare nappies and wipes which are named and stored in the nappy changing table.
- Staff wash and dry their hands.
- Staff put on gloves and apron. A new set of gloves and apron is used for each nappy change.
- The child is placed on a nappy changing mat or, if they are able to use steps, supported by staff if necessary to climb up the steps.
- The curtains are moved into position to ensure the child is not in view.
- The child's clothing is removed to access the nappy. The nappy is removed and placed inside the nappy sack.
- If the child's clothes are soiled, they are bagged separately and sent home. Clothes are not rinsed by hand.
- Using the wipes, the child is cleaned from front to back and the wipes are placed in the nappy sack. The nappy sack is tied and put in a pedal operated nappy bin.

- Cream is applied if necessary, and a clean nappy is put on.
- The gloves and apron are taken off and placed in a pedal operated bin. The child is dressed.
- The member of staff washes his/her hands using liquid soap, warm water and paper towels.
- The child is helped to wash their hands if this is age appropriate, using liquid soap, warm water and paper towels.
- The child is returned to an appropriate activity.
- The member of staff returns to the nappy changing area and using anti-bacterial spray and paper towels cleans the changing mat, surrounding area and underneath the mat before leaving to dry.
- The member of staff washes and dries his/her hands.

### **Items Needed**

- Pedal operated/ hands free bin specifically for nappy disposal.
- Yellow bags for clinical waste.
- Nappy changing mat / nappy changing unit (including steps).
- Bag for each child's nappies, wipes, spare clothes etc.
- Curtains to ensure privacy.
- Disposable aprons.
- Disposable gloves.
- Nappy sacks.
- Anti-bacterial spray.
- Paper towels.
- Liquid soap.
- Pedal operated bin for paper towels.

### **Personal protective equipment (PPE).**

Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons are always worn where there is a risk of splashing or contamination with blood/ body fluids (for example, nappy or pad changing).

PPE must be worn when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

### **Clinical waste**

Domestic and clinical waste is always segregated, in accordance with local policy. Used nappies/ pads, gloves, aprons and soiled dressings are stored in clinical waste bags in foot operated bins.

All clinical waste is removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

**Disabilities and medical needs**

For any children with disabilities and medical needs the school will seek external advice and individual care plans will be written where necessary.