



Nappy Changing Procedure

- Effective: September 2023
 - Review: September 2025
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Introduction

Starting school or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones there is a wide variation in the time at which children will master certain skills. Toileting is a key skill contributing to independence and self-belief.

Children present in many different ways with regards to their toileting independence as they begin to attend part- or full-time school:

- Fully toilet trained across all settings.
- Fully toilet trained but regress for a little while in response to the stress and excitement of starting school.
- Be fully toilet trained at home but prone to accidents in new settings.
- Be on the point of being toilet trained but require reminders and encouragement.
- Not toilet trained at all but likely to respond quickly to a well-structured toilet training programme.
- Be fully toilet trained but have disabilities or learning difficulties.
- Have delayed onset of full toilet training in line with other development delays but will master these skills during the first few weeks.
- Have AEN/SEN that makes it unlikely that they will be toilet trained in the immediate future.

Our Principles

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Babies and toddlers will have their nappies changed according to their individual needs and requirements by their teacher or TA wherever possible.

Information will be shared between parents and the staff about nappy changing and toilet training in a way that suits the parents.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties.

Nappy Changing Procedures

These procedures are to ensure the safety of both the children in our care and the school staff.

- A child's nappy should be checked on arrival at pre-school. If necessary it should be changed immediately. If it does not need to be changed the time checked should still be noted on the nappy changing chart.
- All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon. Whenever possible the child should be changed by a member of staff from Blossom class and NEVER by anyone who has not provided a satisfactory DBS. All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or BM (bowel movement), time of nappy change and initialed by the member of staff.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- Only staff with a valid DBS check will be permitted to change nappies.
- When changing a nappy, staff members must wear a white disposable apron and white disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- When changing a nappy a sheet from the blue/white roll must be placed on the changing mat to lay the child down on. This must be replaced after the mat has been sprayed with the anti-bac after every nappy change. Please wash hands after nappy change.
- Potties - staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use staff need to dispose of the waste appropriately in a toilet. Potties must be cleaned with anti-bac and put away immediately.
- Children need to wash their hands after using the potty.
- Respect the parent/carers choice of nappies for their child by ensuring you are using the correct make and size of nappy. Only nappy creams brought in by the parent/carers for their own child may be used on the child. Staff must record when a child is sore and cream has been applied. In case of an emergency, the nursery will have a pot of antiseptic cream to apply to children who are sore

and the parent has given permission to apply the cream. To prevent cross infection a spatula must be used to apply the cream and washed after use.

- Should a member of staff have any concerns about a child they should follow the child protection procedures.
- The changing mat must be disinfected with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe it dry with a paper towel before changing the next child.
- All nappies and wipes will be bagged up and sent home for disposal as discussed with parents.
- Soiling - if a child has a wetting accident, the soiled underwear needs to be placed in a nappy sack and then into the child's bag or on their peg immediately. Any child having a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the toilet area until parent collects explain to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately at school. The same procedure applies with any garments soiled with blood.