

CRADLEY NURSERY

NAPPY ROOM/NAPPY CHANGING POLICY & PROCEDURE

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<u>Dates</u>				
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Nappy Room/Nappy Changing Policy & Procedure

1. Statement of Intent

All staff have an induction procedure and are expected to adhere to this procedure when on toilet duty. Failure to do so will be viewed as a disciplinary offence. Regular checks from Management will be made to ensure that all staff are following procedure. Staff to use nappy/toilet training as an opportunity to support self-confidence and self-awareness skills and to use as an opportunity to talk about the importance of washing hands. Stimulus will be placed in the toilet to actively encourage learning time whilst having nappy changed or using the toilet. Older children will be encouraged to use the toilets and wash hands by themselves whilst being sensitively monitored by the member of staff on Toilet Duty for the day. Preschool boys who are independent in toileting will be encouraged to use the boys' toilets. Preschool girls will use the Nursery/Class 1 toilets. Toilet area is set up to allow for maximum independence with pictures and text to guide all processes. Staff will accompany children with additional needs to the toilets and care plans will be reviewed every term and updated if the need arises. Admissions Form before arrival will give parents an opportunity to discuss toilet routines and how their child likes to be changed and what words are used to refer to intimate body parts in order to show we respect cultural diversity and expectations. Main toilet door to remain open at all times. Staff to have allocated toilet days and to let all other staff know when they are taking children into the toilets. No iPads or cameras in the toilet area whilst children are being changed. Students/Cover staff/New staff members will not change children until the children get to know them and are comfortable to go with them. All staff will hold an enhanced DBS. Parents are to provide nappies, creams and wipes for their child and a daily record of when they have been changed and by whom will be kept. Staff will be potty train children in Nursery once Parents have started at home, or if a child is showing signs of interest, Nursery staff will discuss training with parents. Advice from Health Visitors will be sought if needed.

2. Guidance for Staff

When changing a nappy the following guidelines need to be followed at all times.

- 1) Make sure all nappies, creams etc. are ready before changing the child on the changing mat.
- 2) Once placed on the changing mat do not leave child unattended. Change children near the furthest toilet cubicle to avoid any trips or falls onto the child being changed or in safest available space if the end cubicle is in use.
- 3) Disposable gloves and aprons must be worn at all times and used only once.
- 4) After changing, nappy, wipes, aprons, gloves and any other items used must be put into a nappy sack before being disposed of in the white nappy bin. All soiled nappies should be double bagged and the bin must be emptied at the end of the day. The bin must be cleaned once a week.
- 5) After each nappy change, wipe the mat with an anti-bacterial wipe. Wash your hands with soap and warm water before drying your hands.
- 6) Nappy bins to be emptied after lunchtime if full and at the end of the day by the member of staff on Toilet Duty that day.
- 7) If you notice any rashes or marks on children that are not normally there please inform the Manager or Deputy Manager and record in the Incident/Accident book to be signed by parents at the end of the day.
- 8) Aerosol sprays are not to be used to freshen the room.
- 9) Any spillages are to be cleaned up using an appropriately marked mop in the cleaning cupboard and/or anti-bacterial wipes.

10) After a potty has been used, staff to throw contents down the toilet and to use the flush to sluice the potty. Wipe clean with an anti-bacterial wipe and dry. Do not stack potties one on top of the other. Potties are not to be washed in the sink where we wash hands.