

Wolverham Primary and Nursery School

Nappy changing, potty and toilet training Policy



Introduction

At Wolverham Primary and Nursery School we understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support them towards independent toilet training.

As a school we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults.

This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practice is always carried out and that procedures followed comply with the legal requirements of the Early Years Foundation Stage statutory framework.

Aims

- To ensure that children in our care are comfortable and happy at all times
- To safeguard the rights and promote the welfare of children
- To ensure all children have safe, hygienic and frequent nappy changes whilst attending the School.
- To provide guidance and reassurance to staff who are required to change children
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure the inclusion of all

Basic Principles

At Wolverham Primary and Nursery School staff will adhere to the following key principles when changing a child's nappy:

- Children have the right to feel safe & secure
- Children will be respected and valued as individuals
 - Children have a right to privacy / dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures

To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required. (i.e. when wet or soiled.)

Vulnerability to Abuse

As a school we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.

It is important that children are changed in a reassuring and caring way by their key person or another member of staff they have a close relationship with. Furthermore, it is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the nappy-changing area which, whilst allowing for privacy are not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Working with Parents/Carers

- We will work with parents when developing a child's nappy changing routine.
- If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the nursery whether or not they have any particular needs or any special words or actions used during their nappy changing procedure.
- During the settling in process parents will be asked whether there are any special requirements during the nappy change procedure (e.g. wipes or cotton wool, nappies or pull ups, use of cream)
 - Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)
- Parents are asked to supply their own nappies and wipes in a bag with spare clothes on a daily basis. Also any nappy creams that may be needed.

Achieving Continence

At Wolverham Primary and Nursery School we will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations. In addition to this, staff will ensure that nappy changing times are relaxed and a time to promote increasing independence.

Protection for Staff

Pre-school staff will carry out nappy changing procedures. Protection for that person will be undertaken in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other staff that they are taking a child to the toilet to change. They will always change children when there is a colleague in the room. Nappy changing areas will allow for privacy but are not closed off which creates a culture of openness and ensures all adults follow safe working practices.
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include:
 - What personal care tasks were carried out
 - What the nappy contained and if any cream was needed
 - By whom
 - The time and date it was completed
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and the safeguarding lead and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead (DSL) immediately.
 - Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.
 - To ensure the safe moving and handling of children, children will use 'steps' to independently climb onto the changing area, with support provided if needed.
 - No volunteers or student will be permitted to change a child's nappy.

Nappy Creams

When a child has a sore bottom or nappy rash, parents are expected to provide staff with a cream that can be kept in school. Staff will label it and keep it with child's nappies and wipes in the changing area. Staff will record when cream has been applied. If cream has been prescribed by a doctor, we will ask parents to complete a medical consent form. Pre-school do not provide creams.

Changing procedures followed by staff:

- Prepare the changing mat by cleaning it with antibacterial spray.
- Ensure the following items are ready before changing a child's nappy; clean nappy, nappy sack, wipes and nappy cream if required. (N.B - where cream is used the child should have their own named cream provided by parents).
- Wash and dry your hands and put on a pair of disposal gloves/disposable apron. (N.B - staff must put a fresh set of gloves on for every child that has a nappy changed.)

Changing the Child

- Approach the child and say or sign/ use visual aid that it's time for a nappy change.
- Support the child on to the nappy changing unit using the 'steps'.
- Remove the child's clothing to access the nappy.
- Staff members will then remove the child's nappy and clean the area, always from front to back using wipes and cream provided by the parents/carers. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy and a clean set of clothes if required.
- Soiled nappies and wipes will be placed into a tie handle bag then placed into the designated nappy bin.
- If the child is potty/ toilet training offer them the choice of potty or toilet.
- Staff will help the child to wash their hands using liquid soap, warm water and dry them under the hand dryer then take them back to the Pre-school room to continue with their activities / play.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.

After the nappy change

- The staff member must then clean the changing table with antibacterial spray.
- The staff member must then place the used gloves in the bin provided and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry.

When changing a child, clothing is removed past the knee to ensure limbs are visible. Any marks or unusual injuries will be made note of on a white form and parents will be asked for an explanation on collection. Parents will then be asked to sign the form.

Toilet Trained/Training

- We will work closely with parents/carers towards toilet training unless there are medical reasons why this may not be appropriate. We view toilet training as a self-care skill that children have the opportunity to learn with full support and non-judgemental concern of adults.
- Staff will ensure the time is relaxed and children are treated with dignity, care and compassion. Success will be praised.
- We aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it.
- Children will be offered regular opportunities to use the toilet or potty at regular intervals or when the child indicates their toileting needs.
- Where children are in pull ups, we will remind them at frequent intervals to use the toilet.
- If a child is old enough to meet his own toileting needs, the staff member can support the child according to age and ability to use a potty or toilet, by reminding them to go to the toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.
- When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
- The staff member will put on a pair of disposable gloves/apron.
- Remove the wet/soiled clothes from the child and locate the child's bag to access their spare clothes.
- Clean the areas that need cleaning. The staff member will talk through with the child what they are about to do so that they are happy and understanding. If a child is capable of doing so they can help with the removal of any clothing.

- Wet/soiled clothing will be placed into a plastic bag so that they can be sent home.
- Staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and dry them under the hand dryer then take them back to the Pre-school room to continue with their activities/play.
- Staff will return to the changing area and clean the area using the red mop and cleaning liquids provided. Area will then either be closed until dry or a wet sign visibly placed in the area.

Potty Policy

- Staff will wear protective gloves and an apron.
- Children will be reminded to use the toilet/potty regularly
- Potties are available for children too small to use the toilet, or who feel more comfortable using a potty.
- Staff will praise children verbally during the potty procedure.
- All children will be encouraged to adopt good personal hygiene by washing their hands properly following using a potty.
- Staff will carefully empty the contents of the potty down the toilet, avoiding splashing.
- Staff will rinse the potty with cold water to remove any deposit and empty down the toilet.
- The potty will be sprayed with antibacterial spray and wiped with paper towels and left to air dry.
- Staff should also clean the toilet seat with antibacterial spray and a fresh paper towel.
- The apron and gloves will be disposed of and staff will wash their hands with hot soapy water and dry on disposable towels immediately after completing the tasks.

Parental Responsibilities

At Wolverham Primary and Nursery School we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school.
- Parents must sign a consent form granting permission for their child's nappy to be changed.
- The school requires parents to supply nappies, wipes and sundries that will be used and applied as necessary.
- Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.
- Parents must send their child in nappies or protective underwear until they are dry and clean the majority of the time.

Policy Review:

Date reviewed: September 2017

Review date: September 2020