

Nappy Changing policy.

Statement of intent.

Little Acorns recognises that within the health standards children need regular nappy changes throughout the day. Parents/carers will need to provide their own chosen type of 'nappy' and wipes for children who are not toilet trained and a suitable change of clothes. A small amount of nappies and wipes are to be kept at Pre-School in case of an emergency, and spare clothes e.g top, trousers, socks and pants. A record of all nappies changed must be kept. Any soreness in the nappy area, marking or cream being applied should also be recorded.

Procedure to be followed.

- Nappies are only changed by permanent paid members of staff with a full DBS check.
- Children where possible will be changed by their key person.
- Nappy changing will take place in the adult bathroom. The door to the bathroom will be left open/ ajar in accordance with sensitivity of the child and for the protection of both the staff and the children.
- Should a child wish the door to be closed the staff member will inform a colleague.
- Nappies and wipes will be sought prior to the child going to be changed.
- Disposable gloves and aprons will be used at all times and must be disposed of in the clinical waste bin provided. A new pair of gloves and a new apron is to be used for every nappy change.
- Children will be changed on a changing mat on the floor and staff will use a kneeler.
- A child should **never** be left unattended
- Soiled nappies are to be placed in the bin provided and this must be emptied at the end of each day or more frequently if full.
- When finished with, the changing mat will be cleaned by the member of staff using antibacterial spray and paper towels.
- Any soiled clothes should be rinsed out if necessary and placed in a plastic bag with the child's name on ready for the parent/carer to collect at the end of the child's session. Each child should have a change of clothes with them, if not; a spare set of Pre-School's clothes should be used.
- Staff should ensure that hands are washed correctly.
- Staff are to record all nappy changes in the book provided which is to be kept in the bathroom. Any soreness, marking or any cream being applied (if prescribed) should also be recorded
- The child's home link book should then be filled in accordingly.

Procedures of toilet training.

- Children will be encouraged to go to the toilet regularly.
- If a child is using a potty at home parents will be asked to provide Pre-School with a potty to be used at the setting, if this supports the toilet training process.
- Soiled underwear or clothes are to be changed if needed. Each child should have a change of clothes with them, if not a spare set of Pre-Schools should be used. Any soiled clothes should be rinsed out if necessary and placed in a plastic bag with the child's name on ready for the parent/carer to collect at the end of the child's session.
- Disposable gloves and aprons are to be used at all times and must be disposed of in the clinical waste bin provided. A new pair of gloves and a new apron is to be used for every child changed.
- Any accident had by a child is to be treated with sensitivity.
- The bathroom floor should be cleaned using the red mop, mop bucket and screen wash.

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre-School held on (Date).....1.12.15..... 14.9.16.....

Signed on behalf of management committee.....Jude..... Jude.....

Role of signatory.....~~AI~~ Committee Member..... COMMITTEE MEMBER.....

To be reviewed.....Autumn 2016..... AUTUMN 2017.....