



Roman Road

Nappy changing and Potty Training Policy

Preschool & Nursery Provision

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing. It is to be considered in line with our The Disability Discrimination Act (DDA 2001 amended 2005) In line with the above named Act:

No child who has not achieved continence regardless of age will be refused admission.

AIMS

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- 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 inclusion for all

Basic Principles

At Roman Road Primary Pre-School & Nursery we will bear in mind the following principles when nappy changing:

- Children rights to feel safe & secure
- Children will be respected and valued as individuals
- Children's right to privacy/dignity when staff are meeting their needs
- A child's understanding of toileting procedures is designed to lead to independence

Vulnerability to Abuse

We will ensure that all staff at Roman Road Preschool and Nursery are familiar with our Safeguarding children policy and procedures to protect children from any form of abuse. They will also be made aware that they are vulnerable to accusations of abuse whilst attending to nappy changing procedures and therefore should act in accordance with agreed procedures.

Working with Parents/carers

At Roman Road Preschool and Nursery we will work with parents when attending to nappy changing routines.

- If a child has any disability or medical needs that may affect their personal care routine, an Individual Educational Plan (IEP) and Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts whether or not their child has any special words/actions/particular needs during their nappy changing procedure
- 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)

Protection for Staff

As far as possible, nappy changing procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:

- Staff will be trained in good working practices which comply with health and Safety regulations as set out in our Health and Safety Policy under Toilet and Nappy Changing.
- Staff will implement the strategies outlined in Achieving Continence above
- Staff will inform a senior member of staff discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the senior member of staff and recorded
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the senior member of staff immediately
- Risk Assessments will be carried out for Toileting and Nappy Changing procedures
- Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling

Nappy Changing Procedure

We will follow the Nappy changing Procedure below:

- 🧺 Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent). It is a good idea to have a named box or bag for each child containing these items and spare clothes in case of accidents.
- 🧺 Wash and dry your hands.
- 🧺 Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
- 🧺 Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
- 🧺 Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- 🧺 If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- 🧺 Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- 🧺 Put on a clean nappy and apply cream if necessary (see above).
- 🧺 Take off the gloves and apron and place them in a pedal operated bin.
- 🧺 Dress the child.
- 🧺 Help the child to wash their hands if necessary using liquid soap, warm water and paper towels/hand dryer.

- ✚ Wash your hands using liquid soap, warm water and paper towels.
- ✚ Take the child back to the room.
- ✚ Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.
- ✚ Parent/carers to provide nappies, nappy sacks, wipes and spare set of clothes

Items needed

- Pedal operated/ hands free bin specifically for nappy disposal
- Yellow bags
- Nappy changing mat / nappy changing unit.
- Steps if needed.
- Box/bag for each child's nappies, wipes and so on
- Spare clothes
- Disposable aprons
- Disposable gloves
- Nappy sacks
- Anti bacterial spray
- Paper towels
- Liquid soap
- bin for paper towels

The following information has been taken from the Health Protection Agency Guidance on Infection Control in Schools and Early Years Settings (April 2010).

Personal Protective Equipment (PPE).

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

Laundry

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

Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/ pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins. All clinical waste must be 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

Recording and monitoring

We will record the time of each nappy change to include the time and whether the child was wet, dry or soiled and will share this information with the parents/Carers.

In the 3 hours your child attends our setting we will check child's nappy at least 3 times

It will be the key person responsibility for changing your child's nappy if your child's key person is unavailable your child will be seen to by a member of staff your child is familiar to within the preschool and nursery

Achieving Continence

It will be our aim to encourage all our children to achieve continence when they exhibit signs that they are ready in line with our Intimate Care & Toileting Procedure.

Potty Training

If we think your child is developmentally ready to start using the potty we will endeavour to support you and your child to the best of our ability. Potty training can be a very daunting process for parent, but please be assured that our staff will work with you every step of the way to ensure the process is a smooth one.

Please be aware of the following protocol that your child's key worker will follow.

- ✚ Once you have introduced potty training to your child at home, we will start encouraging your child to sit on a potty at preschool. We will try to copy your routine as close as possible to maintain continuity for your child.
- ✚ We request that your child arrives at nursery in a 'pull up' to encourage them to use them as 'pants/knickers' when using the potty rather than taking off a nappy.
- ✚ Your child needs to wear their school uniform preferably jogging bottom and suitable clothing when potty training (no belts or dungarees).
- ✚ Whilst your child is potty training their key worker will keep you informed on their progress.
- ✚ When you feel your child is ready to wear knickers/pants to nursery we ask that you discuss this with your child's key person.
- ✚ If your child has three accidents in one session they will be put back in to 'pull up' Training underwear and we will try again on their next session.
- ✚ Accidents will be dealt with calmly, sympathetically and in a way which does not make the child think they have done wrong.
- ✚ We request that if your child is potty training you bring in sufficient spare clothes for the staff to dress your child if they should happen to have an accident. (This includes spare socks)

We understand that due to changes in routines or at home some children may regress. If your child has been dry for a while and they begin to have accidents your key person will work with you and support your child through this time. They will not be put back into 'pull ups' as this may make them more insecure but will be encouraged more than usual to use the toilet.

Mrs R Y Nijabat

May 2017

Ratified by Governors

Review date May 2018