

Statement of intent

The Saplings Pre-school recognises that there is a need for nappy changing to be safe, hygienic and a comfortable experience for both children and staff.

We see toilet training as a self-care skill that children need to develop. The nappy changing protocols are in accordance with this and will be in accordance with requests from parents and carers where possible. We work closely with parents /carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate.

Nappy/toilet changing facilities are provided and we exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

In order to encourage a healthy self-esteem in young children and to ensure they are safe, practitioners will ensure that all physical contact is appropriate and that nappy changing is an enjoyable and relaxing time that also provides opportunities for good communication between children and staff.

Methods

A child's nappy must be changed promptly when wet or soiled. Staff must wear disposable gloves on both hands and a disposable apron for all nappy changes. New gloves and aprons will be worn for each nappy change. Both the child and staff member **must** wash their hands after changing a nappy.

A child must never be left unsupervised on a changing table or changing mat.

Procedure

1. Nappies must only be changed in the designated nappy changing area.
2. Staff must ensure they have a clean nappy, wipes, nappy sacks and any other supplies before changing the child.
3. The door to the nappy changing room must be open at **all times** when changing a child.
4. A new set of gloves and a new disposable apron must be put on.
5. The member of staff will remove the child's nappy and seal it inside a nappy sack. Dispose of used nappies in the appropriate nappy bin.
6. The child must be cleaned using wipes. Wipe the genital area from front to back.
7. If requested by parents/carer, apply nappy cream. The parents/carer should supply their own in a named tub. Use a clean set of gloves to apply the cream.

The Saplings, The Firs Lower Pre-school
Intimate Care Policy Appendix 1
Nappy Changing Protocols

8. Put on a clean nappy. Should the child need a new set of clothes, these should be provided by the parent/carer.
9. Dispose of the gloves and apron into the bin.
10. Encourage the child to wash their hands thoroughly with liquid soap and running water and to then dry their hands with a disposable towel.
11. Put any wet/ soiled clothing into a plastic bag/nappy sack and place in the child's bag.
12. Take the child back to the play area. Return bag to coat peg.
13. Prepare the changing area for the next child. Thoroughly wipe down the surface used using anti-bacterial spray.
14. The staff member must wash their hands thoroughly with soap and running water. Dry hands on a disposable paper towel and place the used towel into the bin.
15. Write down details of the nappy change on the chart located next to the nappy changing unit.
16. Report/act upon any concerns you may have e.g. upset tummy, nappy rash. (Inform the Saplings Leader/DSL)