

Policies and Procedures

Nappy Changing and Toileting Policy July 2020



Crombie School

Early Learning and Childcare



Nappy Changing and Toileting Policy



Policies and Procedures

Nappy Changing and Toileting Policy July 2020

POLICY AIM

The Nappy Changing and Toileting Policy has been developed in line with The United Nations Convention of the Child (UNRC) (1989):

Article 16: *(Right to privacy) Children have the right ...to privacy*

Article 19: *(Protection from violence, abuse and neglect) Children have the right ... to be protected from being hurt and mistreated, in body or mind.*

Article 23: *(Children with a disability) Children have the right ... to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.*

Article 34: *(Sexual exploitation) Children have the right... to be free from sexual abuse*

We aim to work closely with parents/carers, to understand each child's individual needs whilst meeting the following Health and Social Care Standards:

1.0 *I experience high quality care and support that is right for me.*

1.4 *If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.*

4.11 *I experience high quality care and support based on relevant evidence, guidance and best practice.*

5.4 *If I require intimate personal care, there is a suitable area for this, including a sink if needed.*

The nappy Changing and Toileting Policy is underpinned by the following national and local authority policy and guidance:

- Care Inspectorate, 2023, "Nappy changing facilities for early learning and childcare services: information to support improvement."
- Care Inspectorate, 2014, "Hand Hygiene: Information to Support Improvement"
- United Nations Convention on the Rights of the Child, 1989
- Scottish Government, 2017, Health and Social Care Standards My support, my life
- Education Scotland, 2016, How Good is our early learning and childcare?
- SCSWIS ,2011, "The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations"
- Health Protection Scotland (NHS),2018, "Infection Prevention and Control in Childcare Settings (Day care and Childminder Settings)"
- Scottish Government, 2017, "Supporting children and young people with healthcare needs in schools"
- Aberdeenshire Council, 2017, "Intimate Personal Care Draft guidance for schools, parents, children and young people"

Who is responsible?

Early Years Senior Practitioner, Early Years Lead Practitioner, Nursery Staff, Parents/carers

This policy will be reviewed regularly and in response to accident, incident or change in national or local policy or guidance



Policies and Procedures

Nappy Changing and Toileting Policy July 2020

PROCEDURE

“The needs and concerns of our children and their families are dealt with sensitively and effectively”
HGIOELC 2016

At Crombie Nursery, we are committed to providing a safe, clean environment and appropriate equipment, while promoting privacy, dignity, and independence. We always strive to ensure that our setting and personal care provide a happy, comfortable, and dignified environment.

NAPPY CHANGING

- As part of our transition procedure, staff will be informed on any needs regarding toileting prior to their child starting nursery.
- Parents will sign permission form to allow staff to change their child out of soiled clothing.
- All staff will be aware of individual needs.
- We will ensure that children are changed regularly and in a timely manner, at least once per session.
- If child attend nursery for whole day (am and pm session) child will be changed at least 2 times a day.
- Parents will provide nappies for their child daily or they can leave a bulk pack to stay in nursery, which will be clearly named. (Bulk pack will be kept in closed box or zip-lock bags for infection control reasons. Single nappies will be kept in zip-lock bags for infection control)
- Parents will provide spare clothing and underwear in the child’s bag at all times, however spare clothing is available if needed. Spare clothing will be washed at least 40 degrees Celsius at the end of each term, whether they have been used or not. Used spare clothing will be placed in plastic bag by parents before returning them to nursery. On return, all clothes will then be washed immediately at least 40 degrees Celsius.
- Children will be changed in an enclosed cubicle in the nursery toilet area, or on a nappy changing unit.
- Before changing a child, staff will make sure that they have the necessary equipment to do so: clean nappy, disposable wipes, barrier cream (if supplied by parent), a nappy sack, disposable gloves and a disposable apron.
- Staff will wash their hands prior to putting on PPE (Personal Protection Equipment, a pair of disposable gloves, or 2 pairs, and a disposable apron) before attempting to change a child.
- Used disposable nappies will be removed and placed in a nappy sack, along with wipes used, and then put in another sack. The sacks will be tied and placed in the lined bin specifically allocated for used nappies only, which can found within the changing cubicle. Dispose of gloves and apron, then put on a clean pair of gloves.
- If child needs barrier cream, apply then remove and dispose of gloves and put on another clean pair.
- Put a clean nappy on the child and redress.
- The child and staff member will both wash their hands before returning to the play area. The staff member will then complete the cleaning of the changing mat and other used spaces with detergent and water. Staff will then wash their hands one final time.
- Nappy Bin will be emptied weekly by Contracted Staff.



Policies and Procedures

Nappy Changing and Toileting Policy July 2020

- When changing a child with a reusable nappy, the liner and contents will be placed in the toilet (or manufacturer's instructions will be followed) The used nappy will be placed in a bag, then another (double bagged). They will be tied and labelled with child's name and date on it. The bag will then be placed in the marked bin, for staff to collect and hand to parents/carers at the end of the session.

USING POTTIES or TOILET SEATS

- As far as possible, children are encouraged to use the toilet.
- If a potty/toilet seat is needed, staff will ensure there is a clean one available for children, when needed.
- Staff will put on PPE (disposable gloves and a disposable apron) and when the child has used the potty, the contents of the potty will be put in the toilet.
- Any remaining residue in the potty will be removed with tissue paper and flushed down the toilet.
- The potty/toilet seat will be cleaned with detergent and water, then dried with paper towels. The sink will be disinfected afterwards.
- The clean potty/toilet seat will then be placed in a clean dry area, not stacked, away from children.
- Staff and child will then both wash their hands.

USING TOILETS

- Toilet area is cleaned and inspected by staff before, during and after each nursery session.
- Staff are aware of children who need support when using the toilet facilities and will ensure that this happens in a safe and supportive manner.
- Toilets are at a low level for children to access them.
- Staff promote and encourage the importance of hand washing after using the toilet to all children.
- When staff support children to use the toilet, they will ensure that their own hands are washed afterwards.

CHILDREN NOT IN NAPPIES

- When a child not in nappies has a toileting 'accident', staff will do their best to ensure that the child is removed from the learning situation as soon as possible, and with as little fuss as possible.
- Staff will escort the child to the changing cubicle or other toilet cubicle, where he/she can be changed into a clean set of clothing.
- When one staff is helping child other staff member will clean area that contains any spillages. Staff will put PPE on (disposable gloves and a disposable apron) in order to dry or collect any mess with paper towel. They will then use detergent to clean the area and then use disinfectant to complete the process. All used disposable equipment will be double bagged and placed into nappy bin. Staff must then wash their hands.
- Staff will be required to wear PPE whilst carrying out all toilet related tasks (disposable gloves and a disposable apron)
- Once the child is changed, staff will ensure that the child's hands are washed prior to returning to the play areas.
- Soiled clothing will be placed in a plastic bag, then another (double bagged), tied, and labelled with child's name and date. The bag will then be placed in the marked bin for staff to collect and hand to parents/carers at the end of the session.
- Dispose of PPE in plastic bag, tie and then put in waste bin.
- Staff will talk to parents/carers discreetly at the end of the session about the situation.



Policies and Procedures

Nappy Changing and Toileting Policy July 2020

Each staff member will have Infection Control training which will be updated regularly as required.

References

Care Inspectorate, 20, "23Nappy changing facilities for early learning and childcare services
[Nappy changing guidance 2023.pdf \(careinspectorate.com\)](https://www.careinspectorate.com/nappy-changing-guidance-2023.pdf)

Care Inspectorate, 2014, "Hand Hygiene: Information to Support Improvement"
<https://hub.careinspectorate.com/media/208454/hand-hygiene-information-to-support-improvement.pdf>

Aberdeenshire Council, 2017, Intimate Personal Care Draft guidance for schools, parents, children and young people
<http://asn-aberdeenshire.org/wp-content/uploads/2017/08/Intimate-Personal-Care-vs-1.9-Sept-2017.pdf>

Health Protection Scotland (NHS), 2018, "Infection Prevention and Control in Childcare Settings (Daycare and Childminder Settings)"
<https://www.hps.scot.nhs.uk/resourcedocument.aspx?id=6606>

SCSWIS ,2011, "The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations"
<http://www.legislation.gov.uk/ssi/2011/210/made>

United Nations Convention on the Rights of the Child, 1989 <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Scottish Government, 2017, "Supporting children and young people with healthcare needs in schools"
<https://www.gov.scot/binaries/content/documents/govscot/publications/consultation-paper/2017/01/supporting-children-young-people-healthcare-needs-schools-draft-guidance-nhs/documents/00513141-pdf/00513141-pdf/govscot%3Adocument>

Scottish Government 2017, Health & Social Care Standards, My support, my life.
<https://www.gov.scot/publications/health-social-care-standards-support-life>



Policies and Procedures

Nappy Changing and Toileting Policy July 2020

Date of original policy September 2018

Revision Number	Details of Change	Date	Date of next review
1	Full review of procedures	September 2018	
2	Policy Update	September 2019	
4	Full review of procedures	July 2020	July 2021 ✓
5	Policy Update	30.07.21	August 2022 ✓
6	Policy Update – removal of apron as well as gloves.	October 2023	August 2023 ✓
7			August 2024

Policy Author Diane Booth EYSP