

PEN MILL INFANT & NURSERY ACADEMY



NAPPY CHANGING POLICY

Version	Amendments	Date of Approval/Issue
1.0		2 nd June 2020
2.0	No changes	28 th June 2021
3.0	No changes	23 rd June 2022
4.0	Change Governors to Trustees. No further changes	12 th June 2023

Signed 

Chair of Trustees

Print name: Iain Crabtree

Date: 12.06.2023

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Nappy Changing Policy and Procedure – Including the Handling of Soiled/Wet clothing

Pen Mill Infant and Nursery Academy are happy to change children's nappies and does not ask parents / carers for their child to be toilet trained on joining the Nursery.

Nappy changing and cleaning/changing a child who has soiled/wet their clothing takes place in accordance with the individual child's needs and not in accordance to the Nursery routine.

All of Pen Mill Nursery staff members have current Disclosure and Barring Service checks (DBS). Any new member of staff whom is awaiting their criminal records check will not be permitted to change a child's nappy/clothing or be left alone with children at any time. Also volunteers or visitors to the Nursery will not be permitted to change a child's nappy/soiled/wet clothing. However, students who attend the setting may need to change a nappy as part of their course curriculum, if this is the case, parents / carers will be ask to sign a permission form allowing a student to change their child's nappy under the supervision of a member of staff with a DBS check. To ensure the safety of children in the setting the Pen Mill management team understands that it is their responsibility to verify with the students college tutor that changing a nappy is a part of their course curriculum.

A 'Parent Helper' joining their child's normal session is able to change their own child's nappy/clothing in the toilet. It is the responsibility of staff to ensure the parent helper is informed at the beginning of the session that they are not permitted to change other children's nappies/clothing and should not be left alone with other pre-school children to safeguard the child and the parent/carer.

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Before taking a child to change their nappy/ soiled/wet clothing, the staff member responsible will inform another member of staff. This is to ensure other staff members do not worry if they have seen that a child is missing from the group and also it is to ensure that staff members are aware of where other members of staff are. The toilet door is to remain open the whole time a child is being changed in order to safe guard staff and children.

A nappy changing sheet is signed and dated by members of staff every time a child's nappy is changed or if a child clothing is soiled/wet. There is a potty training chart on the toilet wall, where staff record the last time potty trainers went to the toilet.

Children's nappies will be changed in the toilet on the nappy changing mat. Staff members will ensure that the area is clean before changing a child's nappy/soiled clothing/wet clothing. Children wanting to use the potty are asked to wait until the nappy changing procedure is completed to ensure privacy to the child being changed or the potty can be taken into the children's toilet for use.

Children's nappies will be changed using a nappy changing mat on the changing unit provided. This is to ensure the health and safety of staff members. Children are to climb the stairs themselves, so staff are not lifting children onto the changer and injuring themselves.

During the induction process parents/carers are clearly informed that nappies are disposed of on the premises.

Parents/carers supply nappies, wipes and cream for their child in a clearly named bag, and a spare change of clothes, these are transferred to their named bags which are located in the bathroom.

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Procedure for Changing a Nappy

When changing a child's nappy, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff changing a nappy will follow the procedure stated below:

- Adult to wash hands,
- Door to be **left open at all times**
- Clean nappy changing mat, using an anti-bacterial spray/wipe after every child,
- Put on a disposable pair of gloves,
- Use the child's supplied nappies, wipes and cream. (Staff members need to inform parents / carers when extra nappies and wipes are required),
- Depending on child's age, encourage the child to take off their own clothing and lay on the mat,
- Take off the used nappy and place it in the nappy sack,
- Clean child's bottom with wipes, ensuring they are clean. Place used wipes in the nappy sack,
- Once a child's nappy has been changed use an anti-bacterial spray to clean the nappy mat and wipe with paper towels.
- Dispose of used gloves and paper towels in the bin.
- Children's nappies to be put in the nappy bin.
- Staff members will wash their hands.
- Staff members support children to wash their hands.
- Complete the nappy changing sheet.

Changing Soiled/Wet Clothing

When changing a child's soiled/wet clothing, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff

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will follow the procedure stated below:

- Collect the child's clean clothing or collect spare clothing from the disabled toilet,
- Adult to wash hands,
- Put on a pair of gloves,
- Support the child when removing soiled/wet clothing and place it in the nappy sack and clearly write child's name and contents of bag on a sticker.
- If possible flush away stools caught inside a child's underwear and rinse underwear in the toilet.
- Clean child's bottom with wipes, ensuring they are clean. Place used wipes in a separate nappy sack and put in the bin.
- Dispose of used gloves in the bin.
- Depending upon child's age and ability help them to get dressed into clean clothing,
- Staff members will wash their hands.
- Staff members support children to wash their hands.
- Child's soiled/wet clothing to be put in the child's bag.
- Complete the nappy changing sheet.
- Inform parent/carer that child has been changed.

Changing School Age children:

If a child is still in nappies/pull up on entry to school and require intimate care, a Toilet Management Plan will be completed for each individual child. The plan will state who can change the individual and the procedure for doing so. Toilet Management Plans are the responsibility of the staff working in the individual's class.