Happy Mindz Day Nursery and Pre School

The Old Chapel School

Wickham

Hampshire

PO17 5DE

Company ReGestration NO: 09775379



Intimate Care Policy

**Nappy Changing**

When changing a nappy the procedure is as follows;

**CHILDREN MUST NOT BE LEFT UNATTENDED ON THE CHANGING MAT AT ANY TIME DURING THIS PROCEDURE.**

* Collect all nappies and wipes ready to change the child and any creams if needed.
* Ensure the changing area is clean. Wipe down the changing mat before changing the child. Risk assess the areas for any hazards.
* Ensure you have aprons and gloves ready to wear while changing the nappy.
* Ensure that you put on your apron and gloves. Then collect the child who needs changing.
* Place the child on the changing mat ensuring that the child is not at risk.
* Remove the soiled nappy and any soiled clothing.
* Wipe the child from front to back ensuring that the child is clean.
* Place the nappy and any wipes used into a nappy sack.
* Replace the nappy, ensuring that the clean nappy is securely under the child and is fastened correctly.
* Redress the child.
* Assist the child in washing and drying their hands. Rising 2s are to be given a baby wipe to clean their hands.
* Return the child to the room.
* Place any soiled clothes into nappy sacks ensuring that gloves are worn to do this.
* Remove gloves by peeling back from the wrists and place into the nappy sack.
* Wipe down the changing area with anti-bac or sanitiser using a blue cloth after each nappy change. Cloths are to be washed at the end of every day.
* Remove apron and place into nappy sack, tie nappy sack and place into nappy bin.
* Staff to wash and dry hands at the end.
* Record the nappy change, time changed and name of staff member that completed the change on the nappy change/toileting record. Also indicate whether the nappy was wet(W), soiled(S) or dry(D).
* Record the nappy change in the child’s Communication Diary.

This procedure shall be displayed above each Nappy change area. This procedure must be followed by all staff. Children’s nappies are checked hourly and are changed as required. The nappy change records will be regularly checked to ensure that this procedure is being implemented in the daily routine.

**CREAMS WILL ONLY BE APPLIED TO A CHILD WHEN CONSENT HAS BEEN GIVEN BY PARENT OR CARER AND THE CHILD’S CONSENT FORM MUST BE SIGNED AT EACH APPLICATION OF THE CREAM.**

**Students and Volunteers are not permitted to change nappies at any time in the setting unless necessary for their training in which this must be authorised by the nursery manager.**

**Toileting Procedure**

The toilets and potties are available to use at all times throughout the day and are monitored to ensure cleanliness and hygiene.

**CHILDREN ARE SUPERVISED AT ALL TIMES AND MUST NOT BE LEFT UNATTENDED WHEN USING THE TOILET OR POTTY.**

**This procedure is to be followed at all times:**

* Accessible at all times
* Staff must wear gloves when helping any child on to the toilet or potty.
* Ensure that the toilet area is clean and risk free.
* Keep the toilets as private as possible. The children’s dignity is respected at all times.
* Children are encouraged to pull down own trousers during the toileting procedure to encourage independence
* Children are encouraged to wipe themselves after using the toilet with support from practitioners.
* Children are encouraged to redress themselves.
* Staff will encourage the children to wash and dry their own hands after using the toilet.
* Staff will then anti-bac or disinfect each toilet or potty after every use.
* Staff must wash and dry hands.

Only staff with a fully enhanced DBS check can change a child’s nappy or assist a child using the toilets or potties.

If the floor gets wet, it must be dried immediately to prevent slipping and a wet floor sign must be placed in the area while the floor is drying. Any toilet “accidents” must be cleaned up straight away using paper towels these are placed in a plastic bag and disposed of straight away in the nappy bin. The staff member must ensure that they are wearing appropriate clothing at all times (gloves and apron) and that they deal with the situation sensitively so not to make the child feel they have done something wrong. The area must be disinfected.

**Signed:**

**To be updated October 2016**