

Personal Care Policy

Toileting and Nappy Changing



Fraserburgh South Park Nursery 2023/2024

Toileting and Nappy Changing Policy and Procedure

At South Park Nursery our toileting and nappy changing facilities provide children with a safe, clean environment and appropriate equipment, whilst promoting privacy, dignity and, for older children, independence. Staff will liaise with parents and information will be shared between parents and key workers about toilet training and nappy changing in a way that suits both the parents and child.

Toileting

We promote independent toileting for all children who have reached this stage. All children will come to this stage at their own time and pace. We will support children in toilet training, in liaison with parents/carers, and when the child is ready.

Our toileting procedure is as follows:

Children are encouraged to independently go to the toilet if they need to go. This arrangement enables the pupils to be independent. Staff will also monitor who is going to the toilet and support those who are perhaps less able to regulate their toilet needs independently. Staff will be on hand when children leave the toilet to ensure hand washing takes place afterwards and give any help should it be required.

Nappy changing

It is our aim to ensure that children are kept clean and comfortable by being changed and checked on a regular basis. Children's privacy should be treated with respect and dignity and nappy changing should not be rushed but used as an opportunity for one-to-one exchanges of conversation and smiles. Parents/carers of children not yet completely toilet trained are required to provide sufficient disposable nappies and wipes for each day.

If your child requires their nappy changed you should provide wipes and clean nappies in their own bag, clearly marked with their name or provide a supply to store in the nursery which will be stored in a lidded box. We will inform you in ample time for top ups of items.

Our Nappy Changing Area

- Is in a private comfortable room just in the nursery.
- The nappy table/surrounding area is all wipeable and can be easily cleaned.
- The changing unit is suitable for ante/pre-school children.
- Children can access the unit independently.
- There are handwashing facilities located within the nappy changing area.
- A waste bin is dedicated for soiled nappies - this is collected and disposed of by a dedicated external company.
- Used/soiled clothing is bagged securely, labelled and placed in a sealed awaiting collection from parents.
- Protective clothing is available for staff in the area.
- Changing procedure is on the wall.
- Regular cleaning of the changing area takes place.
- Independence and social interaction is highly encouraged during nappy changing.
- Staff will record who has been changed and if accidental, this will be noted to check for patterns of accidents.
- Staff will ask parents to sign that staff have changed their child.

Please see overleaf for detail of the procedure.

Toilet, potty and nappy changing

Using Nappies

<p>What you need</p>	<ul style="list-style-type: none">• A clean waterproof changing mat (do not use if torn or broken)• A clean nappy (disposable or non-disposable)• Warm water and soap or disposable wipes• Barrier Cream - if used, to apply barrier cream, parents will need to fill out a request for school to administer medication form.• A plastic bag (or nappy sack) for the used nappy.• PPE for staff - a single-use disposable plastic apron and disposable gloves (on both hands)• Waste bin for disposal of nappies, or other container, if required, for re-useable nappies.
<p>How you do it</p>	<ul style="list-style-type: none">• Put on PPE <p><u>Disposable Nappy</u></p> <ul style="list-style-type: none">• Remove the nappy• Put the dirty nappy in a plastic bag, tie the bag and put it in a lined bin used for nappies.• The bin must have a lid, must not be in areas used for preparing or eating food or where children play. <p><u>Reusable Nappy</u></p> <ul style="list-style-type: none">• Put disposable nappy liner and soiling in the toilet (if you are in a rural area and use a septic tank, put the liner and contents in a plastic bag, tie the bag and put in a lined bin used for nappies).• The bin must have a lid, and must not be in an area where food is prepared or eaten, or where children play.• Do not rinse the nappy before putting it in a bag.• Tie the bag and label with the child's name• Put the bag in a sealed container meant for that purpose, where it can be securely left for collection by the child's parent/guardian. <p><u>Cleaning and re-dressing the child</u></p> <ul style="list-style-type: none">• Gently clean the child's bottom using warm soapy water or

	<p>disposable wipes (rinse any soap away).</p> <ul style="list-style-type: none"> • Dry the skin gently but thoroughly • Check for nappy rash - if the child has a rash, inform their parent/guardian at the end of the session. • Dispose of gloves and put on a clean pair • Apply the child's own barrier cream (if provided/required). Remove and dispose of gloves • Put on a clean nappy • Dress the child • Wash the child's hands • Take the child back to the play area • Clean the changing mat with detergent and water (if body fluids present wear PPE). • Wash your hands
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Using Potties

<p>What you need</p>	<ul style="list-style-type: none"> • A clean potty • A separate sink for cleaning the potty where available. If unavailable, sink must be fully disinfected after use. • A wash hand basin for washing your hands.
<p>How you do it</p>	<ul style="list-style-type: none"> • After the child has used the potty, put on PPE and put contents of the potty into a toilet. • Remove residue with toilet roll and flush down the toilet • Clean the potty with detergent and water, or paper towels with general purpose detergent and hot water. • Dry with paper towels • Remove PPE then wash your hands • Help the child to wash their hands • Put potty in a clean, dry area -do not store potties one inside the other

Using Toilets

<p>What you need</p>	<ul style="list-style-type: none"> • A clean toilet
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	<ul style="list-style-type: none">• Wash hand basin
How you do it	<ul style="list-style-type: none">• Always inspect toilet area (including toilet seats) before used, and throughout the day to make sure they are visibly clean - a sign in sheet for staff checking toilets is used twice daily.• If required, help children use the toilet and ensure they wash and dry their hands afterwards.• Wash your hands after helping the children use the toilet.