



**Playhouse Pre-school  
Broadwater**

## **Nappy Changing and Toileting Policy**

### **Policy Statement**

It is our intention to make our pre-school genuinely accessible to all children and to give consideration to the individual needs of each child. We recognise that, while we prefer children to be independent in their toileting, not all children will be capable of this by the time they commence Pre-School.

Achieving continence is one of hundreds of developmental milestones usually reached within the context of learning in the home and should this milestone not be reached by the time a child starts Pre-School, staff will ensure that the child's toileting needs are dealt with in a sensitive and professional manner.

### **EYFS Key Themes and Commitments**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Developing</b>
<b>1.2 Inclusive practice</b>	<b>2.2 Parents as partners</b>	<b>3.2 Supporting every child</b>	
<b>1.4 Health and well-being</b>	<b>2.4 Keyperson</b>		

In order to achieve this, the following working practices have been set out:

### **Working in partnership with parents**

The parent/guardian will:

- Agree to ensure that the child is changed at the latest possible chance before being brought to the setting and clean on arrival.
- Provide the Pre-School with adequate spare nappies, nappy sacks, wipes and a change of clothing in the child's bag each day they attend.
- Understand and agree the procedures that will be followed when their child is changed at the setting – including the application of any cream.
- The 'Nappy rash Cream Permission Slip' must be completed by the parent/carer before cream can be applied.
- Creams must not be kept in a child's bag, they must be handed to a member of staff at the beginning of each session and handed back at the end
- Agree to inform the Pre-School should the child have any marks or rashes.
- Agree to a 'minimum change' policy, for instance, the setting would not change the child more frequently than if she/he was at home.

## Nappy Changing and Toileting Policy

- Agree to review arrangements should this be necessary.

### The Pre-school will:

- Agree to change the child during the session should the child soil themselves or become uncomfortably wet.
- All children should be changed as and when needed, but at least 2 times daily, morning and afternoon when attending full time. Whenever possible the child should be changed by their key person and NEVER by anyone who has not provided a satisfactory DBS. All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or BM (bowel movement), time of nappy change and initialled by the member of staff.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- If a staff member chooses to wear a disposable apron and disposable gloves, these must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- Staff can choose not to wear disposable apron and gloves, but hands must be thoroughly washed after changing and between each nappy change.
- Used nappies are to be placed in the yellow nappy bin – soiled nappies must be placed in a nappy sack before putting in the nappy bin.
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use, staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac immediately.
- The changing mat must be disinfected with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe it dry with a paper towel before changing the next child.
- Respect the parent/carers choice of nappies for their child by ensuring you are using the correct make and size of nappy.
- Only nappy creams brought in by the parent/carers for their own child may be used on the child and the consent form must be completed. Staff must record when a child is sore and cream has been applied.
- Cream should be handed to a member of staff at the beginning of a session and will be returned at the end of each session. The child's name should be clearly written on the cream and stored in the medication box during the session.
- Should a member of staff have any concerns about a child they should follow the child protection procedures.
- Agree to report should the child become distressed, or if any marks are seen.
- Soiling – if a child has a wetting accident, the soiled underwear needs to be placed in a nappy sack and then into the child's bag or on their peg immediately. Any child having a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the toilet area until parent collects explain to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately in the yellow sack. The same procedure applies with any garments soiled with blood.

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### **Admissions**

On admission to the setting, the parent/carer will be asked to complete a registration form which will include the opportunity to state your child's position with regards to toileting.

### **Child Protection**

All staff hold an enhanced DBS to ensure the safety of the children. The normal process of changing a nappy should not raise child protection concerns. We take every measure possible to safeguard both the child and staff. Where staffing levels allow, a second member of staff will accompany the keyperson, although they are never left fully alone as the designated changing area is located in the toilet of the Caterpillar room and the door must be left open.

### **Distressed Children**

If your child becomes unduly distressed by the experience, alternative arrangements will have to be discussed.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 5<sup>th</sup> October 2018 and will be reviewed annually.

Reviewed on 7<sup>th</sup> July 2023 by Z. Munford