



Athelstan Community Primary School and Nursery

Intimate Care – Nappy Changing Policy

We do not discriminate against children who have not yet achieved full continence. Some young children may still be working towards full continence, or may remain incontinent for a prolonged period of time because they have a specified medical condition. Others may not yet have achieved this stage in their development.

A child may not need to be changed during the nursery session, which is 3 hours. However, we need to plan for this should the need arise.

Health & Safety

- The nursery provides disposable aprons and gloves, a changing mat, nappy bags and appropriate hand washing facilities. Soiled nappies will be double wrapped and placed in a bin with a lid. This will be collected under waste control by PHS washrooms
- The changing areas will be cleaned after use.
- Warm water and liquid soap will be available to wash hands as soon as the task is completed.
- Paper towels will be available for drying hands.

Procedures for personal care

For any child who needs to be changed regularly a personal care plan will be agreed with parents. This plan will include:

- Who will change the child
- Where the changing will take place
- What resources will be used and who will supply them
- How the nappy will be disposed of
- What infection control measures are in place

- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries.

Partnership working

Delayed continence may be linked with delays in other aspects of a child's development and will benefit from a planned programme worked out in partnership with the child's parents/carer, and possibly the health visitor.

We aim to meet with the parents as soon as possible after the child starts in our nursery. At this meeting, we will discuss:

- The nature of the child's difficulties and possible causes
- How the parent manages the situation at home
- Preference in terms of practical care, e.g. use of water or baby wipes
- Preferred method of toilet training
- How we are going to develop a consistent approach at home and in the nursery

We may also ask parents/carers to sign a home/nursery agreement (Appendix A) which clearly defines the responsibilities that each partner has, and the expectations each has for the other.

Child Protection and Intimate Handling

- Safeguarding policy – a copy can be downloaded from our website, or a hard copy is available from the school office
- Intimate care policy - a copy of this is available from the school office.
- Parents must understand that changing a child's nappy will involve intimate handling.
- One member of staff (DBS checked) would change the child.
- No volunteers or students should change a child.
- All staff are encouraged to be vigilant for any signs or symptoms of improper practice.
- All staff should be made aware of procedures to follow if a complaint is made against a member of staff.

Facilities

- There is an accessible facility for changing nappies which is private, safe, and protects the dignity of the child.

Procedures staff will follow when changing a nappy/pull up or soiled clothing

- First check the child has a clean nappy, wipes, pull up or clothing
- Gather the clean nappy, wipes, pull up or clothing from child's bag
- Take child discreetly to changing room
- Always inform another member of staff that you are changing a child
- Always wear gloves when changing a child's, nappy pull up or soiled clothing.
- Place child on changing mat, (talking to them all the time telling them what you are going to do next) never leave a child unattended on the changing mat.
- Remove soiled item/s, clean the child using their own baby wipes where provided.
- Place soiled nappy in a nappy bag, remove gloves by peeling back from your wrists, do not let your skin touch the outer contaminated surface of the glove and put the gloves in the bag, which should be double bagged before placing in an appropriate bin, e.g. a nappy bin with a secure lid or a clinical waste bin.
- Put the clean nappy/ underwear and redress the child and return them to the room
- Wash your hands
- Complete a record of the time of change, any comments, sign and date the sheet
- Clean the changing mat, paying particular attention to any folds in the mat.
- Wash your hands
- Staff should report any marks or injuries that they are concerned about to the Senior Designated Person.

Home/Nursery Agreement for the intimate care of

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The parent will

- Change their child at the latest possible time before being brought to school.
- Provide the nursery with spare nappies, cream, wipes and a change of clothing.
- Agree to the procedures that will be followed when their child is changed – including the use of any cleanser or the application of any cream
- Inform the nursery staff should the child have any marks/rash
- Agree to a 'minimum change' policy i.e. the nursery staff would not undertake to change the child more frequently than if s/he was at home.
- Agree to review arrangements should this be necessary.

Athelstan Nursery will

- Change the child during a single session should the child soil themselves or become uncomfortable or wet
- Agree how often the child should be changed if staying all day
- Monitor the number of times the child is changed in order to identify progress made
- Report if the child is distressed, or if marks/rashes are seen
- Review arrangements should this be necessary

Signature of parent/carer _____

Signature on behalf of Athelstan Nursery _____

Date:

Athelstan School Early Years Nursery

Policy agreed: April 2016