




Hunnyhill Primary School

Date of Review	September 2023
Next Review Due	September 2025
Staff Responsibility	Headteacher
Signed by Chair of Governors	

Personal Care (Nappies) Policy

Introduction

At Hunnyhill Primary we understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support them towards independent toilet training.

As a school we aim to be inclusive to all children and to consider the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults.

This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure the best practice is always carried out and that procedures followed comply with the legal requirements of the EYFS statutory framework.

Aims

To ensure that children in our care are comfortable and happy at all times

To safeguard the rights and promote the welfare of children

To provide guidance and reassurance to staff who are required to change children

To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are considered.

To protect children from discrimination and ensure the inclusion of all

Basic Principles

- At Hunnyhill School, staff will bear in mind the following key principles when changing the child's nappy:
- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures
- To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required (i/e/ when wet or soiled.)

Vulnerability to Abuse

As a school we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.

It is important that children are changed in a reassuring and caring way by their key person or/and another member of staff they have a close relationship with. Furthermore, it is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen as appropriate to their level of development. This helps give children the important message that not just anyone should ask a child to participate in such as task.

Two members of staff should always be present when changing a child's nappy. If the nappy is wet it will be changed in the EYFS toilets but if soiled the nappy change will take place in the disabled toilet located next to the hall. This is part of making sure there is a culture of openness which both safeguards children and staff.

Working with parents/carers

We will work with parents when developing a child's nappy changing routine

Where parents are present e.g. during the settling in period, they will be asked to change their child's nappy.

If a child has any disability or medical developmental need that may affect their personal care routine, a personal care routine plan will be drawn up in agreement with parents/carers

Parents will be asked when their child first starts with us whether or not they have any particular needs or any special words or actions used during their nappy changing procedure

Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Achieving Continence

At Hunnyhill Primary School we will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations

Protection for Staff

As far as possible, nappy changing procedures will be carried out by two adults that are familiar to the child. Protection for these staff members will be undertaken in the following ways:

Staff will follow the changing procedures below:

- Staff will discreetly inform other key workers that they are taking a child to the toilet to change
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include what personal care tasks were carried out, by who, along with the time and date it was completed
- If a situation occurs that causes a member of staff concern the incident reported to the class teacher and recorded on a pink form.

Changing procedures followed by staff:

The child is informed using an appropriate method of communication (signed or verbal) that they need to have their nappy changed.

If able to, the child will go and get their bag containing their nappies and wipes etc. If the child is unable to, then a member of staff will collect their bag.

Two members of staff and the child will make their way to the EYFS/disabled toilets.

The changing mats are to be cleaned with antibacterial wipes laid out onto the floor

Ensure the following items are ready before changing a child's nappy: wipes, clean nappy and nappy cream if required (Where cream is used, the child should have their own named cream and written permission from the parent.)

Wash and dry hands and put on a pair of disposable gloves (Staff must put a fresh set of gloves on for every child that has a nappy changed.)

Communicate to the child in an appropriate way that they need to lie onto the changing mats.

Begin singing/talking/communicating with the child in a way discussed previously with the parents

Remove the child's clothing to access the nappy

Remove the child's name and lean the area, always from front to back using wipes and cream provided by parents/carers. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy and a clean set of clothes if required.

If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand and the child should be dressed in clean clothes. If they do not have any clean clothes in school, a set of spare uniform will be used.

Used nappies, wipes and gloves will be placed into a tie handle bag then placed into the designated nappy/soiled bin located in the early years toilets.

The new nappy is then put on and the child is dressed (the child is encouraged to dress themselves independently. However, staff will support where needed.)

The staff member must then wash the changing mats with antibacterial wipes

The staff member must then place the used gloves and wipes in a nappy bag and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel

Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the classroom to continue with their learning.

Staff will complete an accident note to inform the parents of their child's toileting accident.

Waste disposal

Used nappies/pads, wipes and gloves should be disposed of in a nappy bag and placed in the bin. The bins will be emptied by the contracted cleaners as part of their daily routine.

Toilet Trained/Training

If a child is old enough to meet their own toileting needs, the staff members will ensure they have access to clean, accessible toilets. Staff will also support children to wash and dry their hands after they have been to the toilet.

If a child is not fully independent with regards to toileting themselves, staff can assist with toilet training. This will be done through frequent reminders, communicated in an appropriate manner. Encouragement and praise will be given throughout so the child sees toileting as a positive experience. If, or when, a child has had a toileting accident and needs to be changed, the staff member will follow the changing procedures outlined above.

Parental Responsibilities

At Hunnyhill, we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school.
- Parents must sign a consent form granting permission for their child's nappy to be changed.
- The school requires parents to supply nappies, wipes and creams that will be used and applied as necessary.
- Parents understand that they will be asked to collect their children from school if their child shows symptoms of illness, indications of ill health or there are too badly soiled to stay in school.
- Parents must send their child in nappies or protective underwear until they are dry and clean for the majority of the time.
- Parents must wash and return any spare clothes loaned to their child by the school as soon as possible.