

Name of Policy	Busy Bees Pre-School- Nappy changing and personal care policy
Overall Aim	We aim to provide an inclusive environment which sensitively supports both parents and children with nappy changing and intimate personal care routines
Specific Objectives / Statements and Procedures for how you will achieve each one.	<p>Personal Care</p> <ul style="list-style-type: none"> ▪ Children are changed in the accessible toilet. The main room door and the toilet door are left open. While changing takes place, the member of staff's body limits the view of the child from the cloakroom. ▪ All staff carrying out personal care routines are CRB checked. ▪ A staff rota for changing nappies is displayed. ▪ When children enter the group their individual needs are discussed. If a child has complex medical needs a Healthcare Plan is drawn up with parents and further help is sought from healthcare professionals such as the Community Nurse. ▪ The office is used for administering medicine. The door is left open. <p>Nappy Changing</p> <ul style="list-style-type: none"> ▪ Parents supply nappies which are kept on in the child's bag on their peg. If the parents supply in bulk the packet is named and is stored on a shelf in the accessible toilet. ▪ Disposable and non-disposable nappies are accepted. ▪ Gloves, baby wipes and nappy bags are kept in a basket on the shelf under the changing mat. Aprons are hung behind the door. The mat is cleaned after every change with dettox and paper towels. Soiled nappies are bagged and put in a bin to be disposed of at the end of the session. At the end of the session the soiled nappies are disposed of in the clinical waste bin at the School House Nursery. ▪ At the end of the session the toilet and sink are cleaned and the floor is mopped. ▪ Staff put children at ease while changing. They make eye contact and chat to the child. Large pictures and paintings, by the children, are displayed by the changing mat. They are a point of interest and something to discuss. <p>Nappy Changing Procedure</p> <ul style="list-style-type: none"> ▪ Nappies are collected from the children's bag. ▪ Aprons and disposable gloves are worn ▪ Baby wipes are close at hand in the basket under the mat ▪ Barrier cream is only used if the parent prescribes it ▪ Soiled nappies and wipes are put in a nappy bag and placed in a nappy bin (see above for how nappies are disposed of at the end of the session) ▪ Separate storage for used terry nappies would be provided ▪ Wet clothes are put into a plastic bag and put on the child's peg ▪ Soiled clothes are scraped clean and bagged. Heavily soiled pants are discarded

	<ul style="list-style-type: none"> ▪ Staff wash their hands after every nappy change and encourage the children to wash their hands too ▪ The mat is wiped after every nappy change ▪ At the end of the session the toilet is cleaned and mopped ▪ Nappy and clothing changes are recorded with the date, time, reason for change and the signature of the staff member <p>Toilet Training</p> <ul style="list-style-type: none"> ▪ Parents wishes are respected and their routines followed ▪ Parents provide extra clothes (we have a store of extra clothes for emergencies) ▪ The toilet area is cleaned daily ▪ Checks are made throughout the morning by the staff who help with toileting and hand washing ▪ Potties are used if requested by parents. Potties are emptied in the toilet and washed in the sluice room in hot soapy water. They are kept under the sinks ▪ If potties are not needed by any children they are stored on top of the bathroom cupboard
Useful websites / documents	Managing health care needs of children and young people (NYCC)
References to other relevant policies:	<ul style="list-style-type: none"> ▪ Safeguarding children policy ▪ Health and safety policy ▪ Equal opportunities policy ▪ Key person policy ▪ Partnership with parents ▪ Overnight care policy ▪ Adult interaction
Policy monitoring and evaluation information	Staff and Chairperson
Signature	V Wharldall
Date of next review	2014