

Nappy Changing and Toileting Policy

Nurseries Policies

Sussex House Nursery and Wendy House Nursery

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BSUH Nurseries promotes a toileting and personal care programme to work in partnership with Parents/Carers to help the child develop a healthy interest in and understanding of how to look after their own personal needs.

The child's age and maturity are considered carefully before the decision to start toilet training is taken as all children are different and they are ready at different stages.

The following things should be taken into account:

- The child must be confident with the staff and well settled in the nursery.
- Toilet training is a joint effort and must be accompanied by lots of communication between staff and parent/carers.
- The first stage of toilet training is to recognise the signs that the child is ready. Practitioners recognise when children become aware that they are wet or soiled and they share this information with parent/carer and record their observation.
- Children are given access to the toilet and potties with practitioners supervision.
- Children are encouraged to use the toilet/potty and may just want to sit at first.
- The nursery recognises that some children may need to be reminded at times to go to the toilet i.e. new to toileting, distracted during play.
- Both older playrooms in BSUH Nurseries have access to toileting areas enabling children to go to the toilet independently.
- The staff will never insist a child uses the toilet or potty but will concentrate on praising and rewarding success.
- The child will need to advance to 'real' pants as in trainer pants may feel like they are wearing a nappy.
- The nursery will need a good supply of underwear, trousers/shirts/dresses/shorts and socks preferably easy to remove (preferably no dungarees or trousers with zips and buttons). If we do dress your child in nursery spare clothes we would appreciate the clothes to be washed and returned as soon as possible.
- The staff will need to know any special words the child uses to express the need for the toilet.
- Children may still need a nappy for sleep times.
- It is not unusual for children to regress after a while and have a few accidents. If this does happen the staff will carry on encouraging and praising for the times they are using the potty/toilet.
- The nursery would prefer that personal potties remain at home.
- If the child is not progressing well then the Key Person will discuss with the parent/carers to wait a few weeks by going back to nappies. False starts are very

common.

- Staff will record on the daily day sheets, two way communication books (if required) or the information board in the room once toilet training starts
- For preparation for 'school readiness' staff will support children, Parent and Carers with toileting and personal care programme throughout their nursery time.

The Nappy Changing and Toileting procedure:

Prepare the area

- Check that the changing area is clean.
- Gather changing items including nappies, wipes, barrier cream if necessary, spare clothes if necessary and nappy sacks.
- Staff should remove watches, bracelets, raised rings
- Put on a plastic apron and gloves.

Changing the child

- Lift the child onto the changing mat or support the child to walk/climb up to the area if appropriate.
- Remove the child's nappy or soiled underwear.
- Wash and dry the child with wipes. Always wipe the genital area from front to back.
- Apply any barrier cream if necessary. (Prior consent is required from parents/carers).
- Never leave a child unaccompanied on a changing mat.
- If the child is toilet training offer them the choice of a potty or toilet. If they would like to use this lift or support the child off the changing mat/unit and support and encourage them in their use of the potty/toilet.
- Put a clean nappy/underwear on the child and refasten their clothing. If clothes are soiled change and double bag in nappy sacks.
- Lift or support the child off the changing mat/unit if they have not used the toilet/potty.

Promote good hygiene

- Dispose of the used nappy in the provided bin or for re-usable nappies and soiled clothing rinse and double bag in nappy sacks. Return all clothing, nappies and resources to appropriate locations.
- Clean the changing area with provided cleaning materials and potty if used.
- Wash hands with warm water and soap. Dry with a paper towel.
- Wash the child's hands or support the child to do so independently.

Monitoring, documenting, communicating

- If any marks, rashes or unusual bowel movements have been witnessed these will be reported accordingly to policies and procedures.
- Nursery staff will document the time of the nappy change and whether the child's nappy was wet, soiled or dry on the nappy change records and on the child's individual daily sheet. For children in pants or pull-ups record toileting times. At the end of the session feed these back to the Parent/Carer.
- There should be interaction throughout the changing process e.g. through gestures, conversation and songs.
- Staff may use distractions like a toy to support the child if worried or upset. This will be fed back to the Parent/Carer on collection.
- The implementation of this procedure will be monitored by all team members and in particular supervisory staff. All team members have a duty of care to report any witnessed or suspected breaches of policy and procedure.

Safeguarding Procedures:

- Any staff member changing a child's nappy/clothing should always inform a colleague.
- All children will be encouraged to use self-care skills i.e. removing clothing, wiping themselves (appropriate to age and development).
- Nursery staffs recognise that children should be treated with privacy, dignity and respect at all times however to protect themselves and their own vulnerability should always inform a colleague when carrying out intimate care procedures.
- Newly appointed staff / students / volunteers will always be supervised by a member of staff whilst attending to intimate or personal care.
- Whilst carrying out toileting/nappy changing or personal care nursery staff should report any unusual behaviour / incident as soon as possible:
 - 1) The child is sore/usually tender in the genital area
 - 2) Usual marks or bruising
 - 3) The child has a very strong emotional reaction (shouts/cries)
 - 4) The child misunderstands or misinterprets something
 - 5) The child is accidentally hurt

The staff member will be required to complete a 'Chronology of Significant Events' form and/or other nursery documentation. The Nursery Manager / Service manager will communicate with Parent/carer or other professionals if necessary.

Reviewed 25th February 2020

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Reviewed and Written 11th July 2017

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