

09 Early years practice procedures

09.08 Prime times – Intimate care and nappy changing

Prime times of the day make the very best of routine opportunities to promote 'tuning in' to the child emotionally and to create opportunities for learning. Children's privacy is maintained during nappy changing and toileting, whilst balanced with safeguarding considerations. Nappy changing times are key times in the day for being close and promoting security as well as for communication, exploration and learning.

No child is excluded from participating in the pre-school who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. Staff work with parents/carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Nappy changing facilities are available and good hygiene practices are exercised in order to accommodate children who are not yet toilet trained. Children are not changed in play areas or next to snack tables.

Toilet training is viewed as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. Staff may help with wiping from time to time if required.

Procedures

- The young children are changed within sight of other staff whilst maintaining their dignity and privacy at all times, if possible.
- Staff use the child's own personal changing items and changing times for the young children in their care who are in nappies or 'pull ups'. If not, spare nappies and clothes are in the cupboard in the ladies' toilets. Where possible any spare clothes that are kept by the pre-school are 'gender neutral' i.e. neutral colours and are clean, in good condition and are in a range of appropriate sizes.
- Permission to apply nappy cream is requested on the 09.01b Little Doves Registration Sessions Requested and Permission Form. If nappy cream is supplied by the parent/carer and permission has been given, then it can be applied. If nappy cream has been given by the GP (i.e. medicated cream) then a 04.02a Parental consent form for administration of medicine to a child whilst at Little Doves needs to be completed before the cream been applied.
- The changing area is warm and there is a pull down changing table to lay young children if they need to be cleaned with no bright lights shining down in their eyes. There is also a changing mat that can be used for a child on the floor in special circumstances.
- Staff put on gloves and aprons before changing starts and the areas are prepared. Paper towel is put down on the changing mat freshly for each child. Gloves are not always required for a wet nappy where there is no risk of infection, however, gloves are always available for those staff who choose to wear them. Gloves are always worn for a 'soiled' nappy.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies. Wipes and paper towels are used when cleaning a child and staff use antibacterial wipes to clean the changing area between changes.

- Staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- Staff are gentle when changing; they avoid pulling faces and making negative comment about 'nappy contents' and do not make inappropriate comments.
- Nappy changing is a relaxed event and a time to promote independence in young children.
- If children refuse to lie down for nappy change, they can be changed whilst standing up, providing it is still possible to clean them effectively.
- The children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- The children are encouraged to wash their hands and have soap and paper towels to hand. They are allowed time for some play as they explore the water and the soap.
- Either anti-bacterial hand wash liquid or hand soap is used for young children; staff are aware that young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- The toilet trained children can go to the toilet when they need to unaccompanied. Members of staff do not assist with wiping unless there is a need or unless the child has asked.
- Nappies and 'pull ups' are disposed of hygienically. The nappy or 'pull up' is bagged and put in the nappy bin. Cloth nappies, trainer pants and ordinary pants are bagged for the parent/carer to take home.
- Key persons are responsible for changing where possible. Backup key persons take over in the key person's absence, but where it is unavoidable that other members of staff are brought in, they are briefed as to their responsibilities towards designated children, so that no child is inadvertently overlooked and that all children's needs continue to be met. Each nappy change is logged in the nappy changing book.
- The pre-school has a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the pre-school this will be investigated, this may constitute neglect and will be a disciplinary matter.
- Very soft, watery stools are signs of diarrhoea; strict hygiene is carried out in cleaning the changing area to prevent spread of infection. The parent/carer is called to inform them, and that if any further symptoms occur, they may be required to collect their child.