

Brynteg CP School

NAPPY CHANGING, TOILETING AND WASHING FACILITIES POLICY AND PROCEDURES



Approvals	
Approved by Governing Body	January 2024
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Brynteg C.P. School Nappy Changing/ Toilet and Washing Facilities Policy and Procedures

Introduction

Brynteg CP School aims to meet the developmental needs of each child within its care with regards to toileting.

It is imperative that parents feel supported and relaxed in the knowledge that they will be fully involved in this aspect of their child's development.

It is essential that parents/carers are involved in the establishing of the training and changing routine for their child and that they are kept fully informed of their child's progress.

Any issues or areas of concern can be discussed between the staff and parents.

Policy

If a child soils themselves parents we strive to ensure that no child is left feeling uncomfortable and that staff adopt a positive reinforcement approach to each child.

Parents are required to sign a permission form so that staff members can change wet / soiled clothing / nappies during session time.

If a parent **does not** sign the permission form, we will **not** be able to change your child. Parents will be contacted so that they can come and change their child.

All nappy changes are recorded with date, time and staff name in the Changing Child / Toilet Training book.

Parents are asked to provide nappies in the event of an accident.

In dealing with these issues school seeks advice from other Nursery setting who liaise with a Health Visitor.

The Health Visitor offers advice around general toileting issues.

Only members of staff will be able to change a child.

Students or visitors must not change a child.

Procedures for Changing Children

For changing a child, there is an area which offers privacy for the child but also protection for the adult in that it is observable by other adults.

In some circumstances it may be appropriate to have two adults present when a child is changed.

Parents are required to complete a slip giving their permission for staff to change their child in the event of an accident.

1. The child should be seated / placed safely while staff wash their hands.
2. Staff will wear disposable gloves & apron.
3. Child should be placed on changing surface.
4. Wet/soiled pants or nappy will be removed.
6. Clean pants or nappy should be secured on child.
7. Wet / soiled nappies and all cleaning materials will be bagged and will be disposed of in the designated nappy bin. Wet / soiled pants will be placed in nappy bag and returned to parents at the end of session.
8. Staff will remove gloves and wipe/wash child's hands.
10. Staff will clean changing table with soap and water
11. Staff will return child to the classroom

The changing surface will be thoroughly cleaned by staff at the end of a 'changing session' and at the end of the day.

Routines for Staff

Staff must wear disposable plastic aprons and disposable gloves while changing wet and dirty pants or nappies.

To prevent the spread of infection, gloves and aprons should only be used once.

A wash hand basin equipped with hot and cold running water is available in the changing area.

Nappies should be disposed of in the nappy bin.

The changing area must be cleaned and hands washed thoroughly.

Nappies should be placed in a nappy bag and placed in the designated nappy bin.

All changing areas should be washed down with detergent and hot water and dried with individual paper towels between changes.

If the area becomes contaminated (diarrhoea etc) wash the area with detergent and hot water, then disinfect using a bleach-based disinfectant.

Clean the changing area and surrounding areas thoroughly after each session.

Always dispose of gloves and aprons before leaving the area.

Staff and children's hands must be washed after this practice. (Hands must be washed even if gloves were worn).

Replace any deficiencies in soap, detergent or paper towels immediately.

Toileting and Washing Facilities Policy

All toilets are cleaned down daily with hot water and detergent. This also applies to the toilet seat and handle, sinks, taps and door handles. Disposable cloths are used.

If the toilet is stained, a cream cleanser is used.

If an area becomes contaminated with infected material, the area is washed with hot water and detergent, then disinfected using a bleach-based disinfectant. (Dilute according to written guidelines and follow the manufacturer's instructions regarding contact times).

Toilet floors are washed daily and spillages attended to as they occur.

Toilet paper is provided for children at all times.

Soap is provided for at all times.

Younger children are supervised when going to the toilet.

The children are educated on how to wash their hands properly and are supervised to ensure that hands are washed after going to the toilet or before eating food.

The water is checked regularly by staff and by Clearwater to ensure correct temperature.



Brynteg CP School

I give permission for members of staff at Brynteg CP School to change my child if they wet or soil themselves.

I will provide nappies or pull ups if required and a change of clothing.

Name of child: _____

Parent's signature: _____

Date: _____