

## BURHAM PRE-SCHOOL NAPPY CHANGING AND PERSONAL CARE PROCEDURES



Burham Pre-school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

We recognise the need to treat all children with respect when intimate care is given. The child's welfare and dignity is of paramount importance. Every child's right to privacy will be respected.

The purpose of these procedures is to set out guidelines that safeguard children and staff by providing a consistent approach. Staff providing Personal Care must be aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and staff.

Personal care involves helping children with aspects of intimate care which they are not able to undertake for themselves, either because of their age and maturity or because of developmental delay or disability.

### Management responsibilities:

- To ensure permission has been sought from parents for staff to support their child's personal care routines.
- To ensure all staff and volunteers have clearance by the Disclosure and Barring Service before engaging in any personal care routines.
- To provide facilities appropriate to the children's age and individual needs.
- To provide appropriate guidance, training, supervision and reassurance to staff to ensure safe practice during their induction period and making sure all staff are aware of individual children's needs.
- To promote good health and hygiene including oral hygiene at all times through displays, discussion and role modelling.

### Staff Responsibilities:

- Staff must report any concerns to management.
- Key persons will liaise with parents/carers to establish specific care routines for each child as soon as children start this will include checking if they are happy to have their nappy changed and the routine that is used at home for toileting to make the child feel comfortable.
- Informing the supervisor or deputy (an recording in diary if appropriate) if a child has had to be changed due to accident or if they have any concerns about a child's presentation when attending to personal care.
- Informing the supervisor or deputy if they feel uncomfortable being alone with a child for personal care for any specific reason.

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### Personal Care Procedures

- Wherever possible, children's personal care should be attended to by their key persons or buddy to ensure continuity for the child.
- It is not normally practical from the point of view of staffing resources, for there to be two members of staff involved in intimate care of one child, and also this will not assist the privacy of the child however staff should inform a colleague when they are going to undertake intimate care of a child for example changing a child after accident.
- The door to the toilet area will remain open at all times.
- Staff use gloves and aprons to change children (when they feel this is appropriate) and they will wash hands when leaving changing areas.
- Allow children to care for themselves as far as possible and encourage them to carry out aspects of intimate care to promote independence.
- Soiled garments must be securely wrapped in a nappy bag and placed into the child's bag.
- Staff to communicate with children at all times during personal care procedures, ensuring the child is consulted about routines and kept informed at all times.
- As staff engage in hand-washing procedures after all personal care routines, children must be encouraged to do the same, creating an ideal opportunity to discuss the importance of hygiene.

### Nappy Changing

The Pre School is an inclusive setting and we do not discriminate against children that wear nappies.

To ensure good hygiene for children the pre-school staff will:

- Change a child's nappy once within a session and more often if necessary. Any exclusion to this must be agreed with the manager and parent.
- A child will never be felt to be ashamed for wearing a nappy.
- The child will have their nappy changed on a changing table if safe for the child's size alternatively they will be changed within a cubicle if appropriate to do so. The changing mat must be cleaned with an antibacterial wipe after each use. Staff never turn their backs on or leave a child unattended whilst on a changing mat.
- gloves are not always required for a wet nappy if there is no risk of infection, however, gloves are always available for those staff who choose to wear them for a wet nappy. Gloves are always worn for a 'soiled' nappy.
- The child should be encouraged to lay down on the mat by themselves with lifting from the adult at a minimum. They should climb the steps of the changing table if they are able to.
- The parents must provide nappies and wipes to be used by staff. Pre School will keep spare nappies and wipes. If the child's nappy has leaked onto their clothing then they should be changed. Soiled clothing must be securely wrapped in a nappy bag and placed into the child's box or bag.
- Nappy rash cream can be applied if previous written parental permission has been given.
- Soiled nappies, wipes, gloves and aprons should be placed in a nappy sack and tied. They should be disposed of in the waste bin provided and then after the session in the main dustbin outside.
- Staff must wash their hands thoroughly after changing a Nappy.

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PROCEDURES

This policy was adopted by: Burham Pre-school

On \_\_\_\_\_

Date to be reviewed \_\_\_\_\_

Signed: \_\_\_\_\_ (supervisor)

\_\_\_\_\_  
(chairperson committee)