

Nappy Changing Policy

At Little Oaks we understand that children are ready for "potty training" at different ages. Many are socially and emotionally ready to start Pre-School before they are ready for potty training and some medical conditions mean a delay in training. Therefore, no child is denied a place at Little Oaks because he or she is in nappies.

Therefore, the following policy will apply:

- The child's key person will discuss the child's specific routine and needs with the parents/carers prior to the child joining Little Oaks.
- Signed permission to change nappies will be sort at registration, should this be needed.
- The parent/carer will be asked to provide nappies each session and to hand in nappy cream if they wish it to be used. The cream will need to be signed in and out each session and a "permission to administer medicine" form will need to be completed.
- Parents will be informed that we tend not to keep spare nappies at Little Oaks and that if a child has insufficient spares with them then we will contact the parent or carer to bring in more.
- To keep the child's dignity while changing, nappies are preferable to pull-ups while attending Little Oaks.
- Only staff known to that child and who hold an up to date DBS record will change a child's nappy.
- Staff will be sensitive to the feelings of a child when changing nappies. They will ensure the changing area is comfortable and warm and will talk to the child as they change them, offering reassurance if necessary. They will not make remarks in any child's earshot about the smell, etc.
- Staff will discourage other children from making derogatory comments.
- All staff will make every effort to ensure a child is left clean and comfortable after changing. However, if a member of staff feels that they are unable to do this using the facilities we have then they will contact the child's parents or carers and ask them to collect the child. This is to protect the health and dignity of the child.

Procedure for nappy changing:

- Each day it is the key person's responsibility to add their children's names to the changing board that is on the wall in the toilet area.
- It is their responsibility to ensure their key children are checked regularly and changed as necessary, either by doing so themselves or by arranging for a colleague to do so.

- When a child is checked or changed this must be recorded on the board.
- Disposable gloves and an apron must be worn at all times.
- Nappies must be double bagged before disposal and placed into the external dustbin. Soiled clothes must be double bagged and returned (discreetly) to parents/carers for washing.
- The changing area must be cleaned and disinfected after each child is changed.

Whilst staff understand that accidents happen and are equipped to deal with them, if a child is frequently wetting or soiling and it is causing the child distress or is causing health and safety concerns then parents may be requested to put their child back in nappies for a period of time.

We may suggest that a parent seeks advice from a health professional and we will work in partnership with that professional.

If a child remains in nappies beyond their 4th birthday, then an Individual Care Plan will be completed in consultation with the child's parents/carers.

This policy was adopted at a committee meeting of Little Oaks on.....

Signed on behalf of the committee.....

Role of signatory.....

Policy reviewed Apr 12; Reviewed Apr 13; Reviewed & amended Mar 2014, reviewed Nov 14, Jan 15, Amended Jan 17, June 17, Reviewed and amended Jan 19.