



## **Personal Care**

### **(Nappy Changing/Potty Use/Toileting/Hand washing/Nose Blowing)**

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

We have a changing area within the Early Years department and make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. For children who do use a potty/toilet support and assistance from adults is provided as required.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults. It is also an opportunity to teach children the procedures and importance of personal hygiene and is part of the Learning & Development requirements.

### **Procedures**

- All staff are aware of the children in their care who are in nappies or 'pull-ups'.
- Parents are asked to provide nappies or 'pull ups', wipes and nappy bags and give any personalised information relating to their child with regards to changing. A note is taken of any loose bowel movements or redness to sacral area.
- The changing area is warm and there are safe areas to lay young children on to change them.
- Gloves/apron are put on before changing a soiled nappy/soiled pants and clothing
- The changing tray on the unit is cleaned with antibacterial cleaner after each use.
- Health and safety guidelines are observed at all times when using the changing unit. UNDER NO CIRCUMSTANCES IS A CHILD EVER LEFT UNATTENDED ON THE CHANGING TABLE – EVEN FOR A SECOND.
- 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.
- All children (in nappies/pull ups or who use the toilet) should be encouraged to wash their hands using the hand washing facilities in the bathroom area. They are given time to explore and play with the soap and water.
- Adults should support children to follow the various steps of handwashing as illustrated on the bathroom wall
- All children's personal hygiene awareness should be encouraged with regards to hand washing

- Perfume-free, hypoallergenic foam wash products are used to wash hands.
- Adults are gentle when changing nappies/dirty pants; they will avoid pulling faces and making negative comments about 'nappy/pant contents'.
- Adults do not make inappropriate comments about children's genitals when changing nappies/supporting a child using the toilet
- Children access the toilet when they have the need to and are encouraged to be independent.
- Adult assistance is given to a child using the toilet as required e.g. wiping bottom
- Adult should call for another member of staff to witness nappy change/pants and clothing if faeces remain around boys genitals/girls labia area whilst completing clean.
- Nappies and 'pull-ups' are disposed of hygienically. Nappies or pull ups, wipes etc are bagged in a nappy bag and are put in the nappy bin for disposal. See directions for use of nappy bin. Cloth nappies and ordinary pants that have been wet are double bagged. Waste from soiled cloth nappies is removed and disposed of appropriately i.e. flushed down toilet. The cloth nappy is double bagged for the parent to take home.
- If a child is left in wet or soiled nappies/'pull ups'/pants in the setting this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards a children's personal needs.
- Staff are made aware which children are in nappies and will keep a log in the 'Intimate Care Log' kept in the bathroom room noting when nappies are changed.
- Staff should log date/time/practitioner when any personal care has been administered, including cream applied, appropriate checks in intimate areas (eg after potential injury), wet/soiled clothes changed and children cleaned
- Children who wet/soil pants and clothing will be cleaned up and changed. Wet/soiled pants and clothing will be double bagged for parents to take
- A note to parents will be attached to the bag, stating, when, where, what, why and by whom the change was carried out.
- Potty's will be thoroughly cleaned after use
- Toilets are separate but close to the classroom area and open to children at all times.
- The setting will ensure there is adequate number of toilets and hand basins available
- The toilets are child size so the child can have easy access to the toilet/sink etc
- The toilet area is cleaned daily by Domestic staff, and kept on top of throughout the day by EYFS practitioners.
- All staff should make sure the toilets are cleaned when visibly dirty and assure toilet paper, hand towels (disposable avoiding cross infection) and soap are always available. If items are not in stock staff should contact Domestic Department on 3088/3089
- Children will be encouraged to develop an awareness of hygiene with regards to hand washing before eating/after outdoor play/handling animals

- Children are encouraged to be aware that when coughing/sneezing they should place their hand over their mouth/use a tissue
- The child should be encouraged to dispose of used tissues appropriately i.e. in the bin (blow/wipe/bin), and wash their hands
- Regular group discussions should take place giving children the opportunity to learn about basic hygiene

Other documents to refer to relating directly to this policy –

- Changing Nappy Procedure – A practitioners guide
- Operating Changing Table

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## Changing Nappy Procedure

- Ensure you have all you need before you start!!
- Refer to Changing table guidelines when in use
- Wear gloves
- Change child's nappy quickly and efficiently
- Use wipes for wet and dirty nappies
- Wipe from the front to back
- Following initial cleaning with baby wipes, if faeces remains around boys genitals (never pull foreskin back) or girls labia area, ensure 2 members of staff are present to witness nappy change.
- Place all nappies in a nappy sack and place in bin
- Wipe down the mat after every change with antibacterial cleaner
- Always wash your hands and encourage the child to wash their hands thoroughly after each nappy change

Remember – Changing a nappy can be an ideal opportunity for lots of one to one communication with a child. Use lots of facial expressions with the child. As appropriate talk about a potty, the toilet and hand washing etc.

## **Operating Changing Table**

- Supervision is required at **all** times when a child is in the changing room
- To lower the steps push the thumb latch up and pull out and down on the handle.
- Make sure the child is standing clear when the steps are being lowered and raised.
- The steps are retractable – make sure the child is clear of the steps before you remove your foot causing the steps to retract.
- Once lowered use foot pedal provided to hold steps down. With your foot on the pedal assist the child up the steps onto the changing tray.
- When the child is ready to come down, lower the steps, place your foot on the pedal, and assist the child.
- Load on the steps should not exceed 45 kilograms
- Steps must always retract. In no way should the care-giver cause the steps to remain down unassisted. If steps do not automatically retract, discontinue use and contact Customer Services.

(Community Playthings – 0800 387 457  
[www.communityplaythings.co.uk](http://www.communityplaythings.co.uk))

