

# Elmsett C. of E. V.C.P. School

## Nappy Changing & Toileting Policy

---



## Document Control

---

Updated:	October 2014
Person responsible:	Headteacher
Written by:	Headteacher with Staff and PP&A Committee
Monitored by:	Headteacher
Reviewed by:	PP&A Committee
Next review:	5 years or as needs dictate

# Contents:

---

1. Introduction .....	3
2. Procedures.....	3
3. Home/School agreement for changing/toilet training .....	4

## 1. INTRODUCTION

Some children may still be wearing nappies or pull ups when they start school and will need to be changed regularly. The DDA (Disability Discrimination Act) requires schools to make reasonable adjustments to meet the needs of each child, which includes continence issues. Staff will work with parents (and the school nurse if involved) to support these children to become toilet trained. Parents of children who are not yet toilet trained will be asked to sign a home/school agreement regarding nappy changing.

Some children may have occasional accidents and need to be changed. Where possible children will be encouraged to change themselves e.g. if only wet underwear need to be changed etc.

However when children need support or cleaning the following procedures will be followed. Our aim is to ensure that every child feels safe and cared for during a change of nappy and/or clothing.

When the child has a nappy/soiled clothing that requires changing it may be appropriate to change the child standing up, particularly for older children. Standing up also helps to protect their dignity and gives them more control. To change a child standing up:

## 2. PROCEDURES

- Take the child discreetly to the changing area.
- Always inform another member of staff that you are changing a child, who will then ensure that they are nearby.
- Always wear gloves for any bodily fluids or faeces.
- Child removes nappy and/or soiled clothing and place in a plastic bag.
- Encourage the child to clean their own bottom with the supplied appropriate wipes or cloth. Support will be provided if necessary.
- Remove the gloves now, before you touch a clean nappy or touch the child's clothes.
- Remove gloves by peeling back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in the bag, which should be double bagged before being placed in an appropriate bin, e.g. a nappy bin with a secure lid or a clinical waste bin.
- Encourage the child to put the clean nappy or underwear on. Support will be provided if necessary. Gloves will need to be worn.
- Encourage the child to dress themselves. Support will be provided if necessary.
- Get the child to wash their hands.
- Complete a record of the time of change and those present.
- Return child to class.
- Staff should report any marks or injuries that they are concerned about to the Senior Designated Person or the Alternate.

If a child needs more support to be changed and needs to be placed on to a changing mat:

- Take the child discreetly to the changing area.
- Always inform another member of staff that you are changing a child, who will then ensure they are nearby.
- Always wear gloves for any bodily fluids or faeces.
- Ask child to lay on the change mat.
- Child to remove nappy and any soiled clothes and place in a plastic bag.

- Child cleans their own bottom with the supplied and appropriate wipes or cloth.
- Remove the gloves now, before you touch a clean nappy or touch the child's clothes.
- Remove gloves by peeling back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in a bag which should be double bagged before being placed in an appropriate bin.
- Encourage the child to put on the clean nappy/underwear or put the nappy on for the child.
- Encourage the child to dress themselves, providing support where necessary. Gloves will be needed.
- Get the child to wash their hands and wash your own hands.
- Complete a record of the time of change and those present.
- Return child to class.
- Clean the change mat, paying particular attention to any folds in the mat. At the completion of each nappy change, ensure any cleansing material is also double bagged.
- Wash your hands.
- Staff should report any marks or injuries that they are concerned about to the Senior Designated Person or the Alternate.

### **3. HOME/SCHOOL AGREEMENT FOR CHANGING/TOILET TRAINING**

I /We the parent(s)/carer(s) of \_\_\_\_\_ agree that:

My child will arrive in a clean nappy or I will change it on arrival

I will provide all nappies and wipes to be used

I will report any changes in my child's routine or skin care

I will work with staff to help my child to become toilet trained

Signed \_\_\_\_\_ Date \_\_\_\_\_