

Intimate Care, Toileting and Nappy Changing Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Convention on the Rights of the Child, UNICEF 1992	Medication Policy
COSHH 2002	Parent Partnership Policy
Data Protection Act 2018	Public Health (Control of Diseases) Act 1984
Freedom of Information Act 2000	RIDDOR 2013
Health Protection Agency Act 2004	Special Needs and Disabilities Code of Practice 2014
Human Rights Act 1998	

All children have the right to be safe and treated with courtesy, dignity and respect. Staff understand the necessity of promoting good practice for all care tasks of an intimate nature associated with bodily functions. Personal hygiene may demand direct or indirect contact and exposure of intimate parts of the body, such as nappy changing, assistance with toileting and changing clothing after a toileting accident. Intimate care may also refer to administering medication, either orally or topically.

In the interest of promoting good health and hygiene practice, Merry-go-Round Day Nursery endeavours to ensure that all children will be cared for promptly and appropriately when requiring any intimate care. Children are encouraged, where appropriate, to administer their own intimate care. Children are offered reassurance, prompts and praise to build confidence and adults give them lots of time. All children have the right to privacy, express their own wants and be heard. Staff always follow a professional approach.

For children with additional needs and those with Special Educational Needs and Disabilities (SEND) it may be necessary to complete a Care Plan. Staff and Parents/Carers work in partnership to complete the plan, designed to ensure the child has as much independence as possible, offering continuity of care for application of topical medication, eating/drinking routines, administration of oral medication, hand washing, prompting toilet training, dressing and intimate care through nappy changing. It is paramount to establish good relationships with parents/carers to ensure the child's needs are met at all times. All staff have knowledge of cultural/ religious needs of all children regarding intimate and personal care. See also Medication Policy and Parent Partnership Policy.

Children are changed at an appropriate changing station, which will be cleaned after each use. This will always take place within the Nursery unless circumstances alter e.g. on a Nursery outing.

All parents/carers will be asked to bring nappies with their child to each session in a named bag with the following items: at least 2 nappies, baby wipes, nappy bags as necessary, spare set/s of clothes and any creams that may be used. However, cream will not be applied unless a consent form had been completed, signed and dated.

Soiled and wet nappies are put into a nappy bag, and at Merry-Go-Round at Green Croft, disposed of in the 'sanitary waste' bins provided, and at Merry-Go-Round at Riverside, disposed of in the wheelie bin outside (rented from the local authority).

The Nursery is not responsible for washing soiled items of clothing, however, clothing will be rinsed when necessary and placed into a secure nappy bag for return to parent/carer.

Procedure for Nappy Changing

1. Place a clean nappy and needed supplies on the changing table before changing a child.
2. Put a new, clean set of disposable gloves and apron on.
3. Remove the child's nappy. Set aside.
4. Wash and dry the child using an appropriate washing material, such as a single-use disposable wipe. Using a 'wet wipe' or cotton wool with warm water, wipe the genital area front to back. Place the wipe or cotton wool aside until placing it into the nappy disposal unit.
5. If requested and provided by parents, apply nappy cream, using a fresh glove.
6. Remove disposable gloves.
7. Put a clean nappy on the child, and clean clothes if necessary. Families should replace any extra clothes the next time the child attends the Nursery. Nursery-owned clothing should be laundered by the parent/carer after being worn by their child, then returned to the Nursery.
8. Dispose of the soiled nappy as appropriate:
 - Green Croft
 - Soiled disposable nappy, gloves and apron should be disposed of by putting them in a yellow nappy bin that is located in the Sluice.
 - Riverside
 - Soiled disposable nappy, gloves and apron should be disposed of by putting them in a nappy sack and then into the outside dustbin, located by the main school gate.
9. Wash the child's hands thoroughly with soap and water; dry with disposable towels.
10. Place the child's individual nappy supplies back in his/her storage areas.
11. Thoroughly wash down the changing table for the next nappy change.
Prepare the changing surface for the next child by spraying anti-bacterial spray and laying down fresh blue roll for the next child. Anti-bacterial spray is not used in the presence of children. If children are present, hot, soapy water is used until such a time that anti-bacterial spray can be used.
12. Wash your hands thoroughly with liquid soap and running water. Dry your hands with disposable towels.
13. Note the nappy change on the child's nappy chart, with date, time and codes.

At all stages the care giver should be warmly interacting with the child, talking about the routine, singing rhymes, counting toes or other distraction techniques.

During potty/toilet training, staff will liaise with parent/carer to ensure continuity of care and offer advice and support when necessary. Children will be praised appropriately during training and accidents will be treated privately, with respect and consideration for the child's emotional wellbeing.

Adoption Date: 1st September 2020.

Signed:

Nm Orel

Annual Review

Reviewed 1st September 2021

Merry-go-Round Day Nursery Policy

Reviewed 1st September 2022

Reviewed 1st September 2023

Next review 1st September 2024