

POLICY ON NAPPY CHANGING AND TOILETING

NAPPY CHANGING – SAPLINGS CLASS

Parents, whose children are still in nappies, are asked to supply nappies and wipes and nappy bags. You should bring in the following items when you start; 12 nappies, a box of nappy sacks, a packet of fragrance free sensitive nappy wipes. These will be stored in the Gan. We will use the link book to let you know when to top up. Please refer to our policy on toilet training with regard to pull-ups and towelling underwear.

As the morning is short, we operate a no unnecessary change policy. A nappy will be changed when soiled or wet.

NAPPY PROCEDURE – SAPLINGS CLASS

The changing unit is disinfected prior to each change. Staff wear a fresh pair of gloves for each change as well as an apron. Nappy sacks, nappy and wipes are prepared. The child being changed is safely put onto the changer unit. 2 members of staff are always present, one of which is within eyesight. If a second member of staff is not available, the child will be discreetly changed in the hall on a changer mat. Once nappy is changed, the child returns to play, the nappy is disposed of and the unit/mat sprayed and wiped down. Gloves and apron are also disposed of.

TOILETING PROCEDURE SAPLINGS CLASS

2 members of staff are always present, one of which is within eyesight. Staff wear gloves and an apron. Some children may need help with aiming, wiping or pulling up underwear. Good hygiene practices are always followed and the children are shown how to wash their hands each time they have used the toilet. A record of toileting is written on the daily sheet including anything noticed or help given. Parents are also informed of help given.

'Accidents' will be dealt with calmly, sympathetically and in a way which does not make the child feel they have done anything wrong. Accidents can happen when a child has not yet acquired complete control, are new to the Gan, are overly fatigued or are unwell. The child will be changed into dry clothing from their bag with 2 members of staff present, one of which is within eyesight. Parents are informed if their child has soiled or wet themselves.

For hygiene reasons we do not use potties.

All health and safety guidelines are followed

NAPPY PROCEDURE – WILLOW, ELM AND OAK CLASSES

In the unlikely event that a child is still in nappies, we will change the child in the toilets, providing the nappy is not too messy. If the nappy is messy we will go over to The Saplings class to change the child. Occasionally due to staff ratio, we may change a child discreetly in the corner of the classroom. All health and safety guidelines are followed, gloves are worn and nappies are disposed of. One member of staff will be changing the nappy; another member of staff will be close by. Spare nappies should be kept in your child's bag.

TOILETING PROCEDURE - WILLOW, ELM AND OAK CLASSES

We have child size toilets, children are reminded to go to the toilet, and taken to the toilet when they ask. In order to promote independence children in all classes are allowed to go to the toilet independently. A member of staff is always close by. Children are reminded to wash their hands by staff and through the colourful posters in the toilets. If a child asks for help whilst in the toilets, a member of staff will help them and another member of staff will be either in the toilets or close by. Parents are informed if their child has soiled or wet themselves.

In all cases, a record of changing is kept and parents informed, including anything noticed e.g. nappy rash, Diarrhoea etc.

All members of staff are aware of which child/ren and staff are in the toilets.

Parents are informed if their child has soiled or wet themselves.

The children are encouraged to be independent and wipe themselves however, if it becomes necessary for a member of staff to help with wiping or if boys need help with aiming, this will be recorded and parents will be informed.