

## Nappy Changing Policy and Procedure - Including the Handling of Soiled/Wet Clothing

Bus Stop Pre - School is happy to change children's nappies and does not ask parents / carers for their child to be toilet trained on joining the Pre - School.

Bus Stop Pre-School provides nappies and wipes for children at Pre-School.

Nappy changing and cleaning/changing a child who has soiled/wet their clothing takes place in accordance with the individual child's needs and not in accordance to the Pre - School routine.

All of Bus Stop Pre - School staff members have current Disclosure and Barring Service checks (DBS). Any new member of staff whom is awaiting their disclosure and barring check will not be permitted to change a child's nappy/clothing, be left alone with children at any time and or to carry out personal care. Personal care includes- helping a child for reasons of age, illness, or disability with eating or drinking or in connection with toileting, washing, bathing and dressing (refer to the Statutory Framework for the EYFS, 2024). Also volunteers or visitors to the Pre - School will not be permitted to change a child's nappy/soiled/wet clothing. However, students who attend the setting may need to change a nappy as part of their course curriculum, if this is the case, parents / carers will be ask to sign a permission form allowing a student to change their child's nappy under the supervision of a member of staff with a DBS check. To ensure the safety of children in the setting the Bus Stop Management team understands that it is their responsibility to verify with the student's college tutor that changing a nappy is a part of their course curriculum.

A Parent Helper joining their child's normal session is able to change their own child's nappy/clothing in the toilet. It is the responsibility of staff to ensure the parent helper is informed at the beginning of the session that they are not permitted to change other children's nappies/clothing and should not be left alone with other Pre-School children to safeguard the child and the parent/carer.

Before taking a child to change their nappy/ soiled/wet clothing, the staff member responsible will inform another member of staff. This is to ensure other staff members do not worry if they have seen that a child is missing from the group and also it is to ensure that staff members are aware of where other members of staff are. Also, when changing a child's nappy/soiled clothing in the Sleep Tent the door of the tent is tied back, safeguarding the child and adult.

A nappy changing sheet is signed and dated by members of staff every time a child's nappy is changed and a Toilet Check sheet is signed and dated if a child's clothing is soiled/wet.

Children's nappies will be changed in the Sleep Tent on a nappy changing mat. Staff members will ensure that the area is clean before changing a child's nappy/soiled clothing/wet clothing. Children's soiled/wet clothing are to be changed in the Children's toilets, however depending on a child's age, it may be advisable to change then on the nappy mat in the Sleep Tent.

Children's nappies will be changed on the floor using a nappy changing mat. This is to ensure the health and safety of staff members and to ensure children do not fall from a height. The nappy changing mat is checked weekly for tears and discarded if the cover is damaged.

As stated above, Bus Stop Pre-School provides nappies and wipes, however if parents/carers prefer, they are able to provide their own nappies and wipes. These will be labelled and stored in the Sleep Tent and staff members will inform parents/carers in good time, if their child's nappies/wipes need replenishing.

During the induction process parents/carers are clearly informed that nappies are not disposed of on the premises, instead nappies are placed in a nappy sack and put in the children's bags to dispose of at home.

Parents/carers are asked to supply nappy cream for their child in its original container clearly named and ensure that it is in date. Please refer to our Non-Medication statement in the Administration of Medicine Policy.

#### Procedure for Changing a Nappy

When changing a child's nappy, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff changing a nappy will follow the procedure stated below:

- Adult to wash hands,
- Clean nappy changing mat, using an anti-bacterial spray,
- Put on a disposable apron and pair of gloves,
- Refer to daily Nappy Changing sheet for children to be changed that day,
- Bring child to nappy changing area,
- Lay out and open nappy sack and have packet of wipes open, ready to use,
- Refer to Nappy Changing sheet for nappy size guide for each child,

- Use Pre-School nappies and wipes. (Staff members need to inform parents / carers of extra cream),
- Depending on child's age, encourage the child to take off their own clothing and lay on the mat,
- Take off the used nappy and place it in the nappy sack,
- Clean child's bottom with wipes, ensuring they are clean. Place used wipes in the nappy sack,
- Put on clean nappy, and encourage the child to pull up their clothing (depending upon age),
- Once a child's nappy has been changed use an anti-bacterial spray to clean the nappy mat and wipe with paper towels.
- Dispose of used aprons, gloves and paper towels in the bin located under the sink,
- Children's nappies to be labelled and to be put in the child's bag.
- Staff members will wash their hands.
- Staff members support children to wash their hands.
- Complete the nappy changing sheet.

#### Changing Soiled/Wet Clothing

When changing a child's soiled/wet clothing, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff will follow the procedure stated below:

- Collect the child's clean clothing or collect spare clothing store,
- Adult to wash hands,
- Put on a disposable apron and pair of gloves,
- Support the child when removing soiled/wet clothing and place it in the nappy sack and clearly write child's name and contents of bag on a sticker.
- If possible, flush away stools caught inside a child's underwear. DO NOT rinse underwear in the toilet, place in nappy sack. (Avoid touching soiled/wet clothing as much as possible).
- Clean child's bottom with wipes, ensuring they are clean. Place used wipes in a separate nappy sack and put in the white bin located on the window sill,
- Dispose of used aprons and gloves in the white bin located on the window sill. (The white bin is emptied daily into the general waste bin).
- Depending upon child's age and ability help them to get dressed into clean clothing,
- Staff members will wash their hands.
- Staff members support children to wash their hands.
- Child's soiled/wet clothing to be put in the child's bag.

- Complete the Toilet Check changing sheet.
- Inform parent/carer that child has been changed.

Also refer to Forest School - Toileting Procedure and Intimate Care and Toilet Training Procedure.

#### Useful Guidance

- Health and Safety Executive (HSE) - Health Protection in Schools and other Childcare facilities, 2024
- Statutory Framework for the EYFS, 2024.

This policy was adopted in September 2006, to be reviewed annually.

This policy was reviewed in September 2024 to be reviewed September 2025.

Signed by Owner: \_\_\_\_\_ Manager: \_\_\_\_\_