

Nappy Changing and Toileting Procedure

Nappy changing and toileting is a very intimate time for a child and it is important that anyone changing a child's nappy or taking them to the toilet is familiar to the child, and wherever possible should be the child's key person. If the key person is not going to be available to change the child's nappy, they should have identified a suitable member of staff to take over this responsibility. In the absence of the key person, the Room Leader takes over this responsibility. Only staff employed by Aston University Nursery who have been vetted and hold a suitable DBS check will be allowed to change nappies or toilet children. Students and agency staff will not be permitted to toilet children or be involved in nappy changing.

Nappy changing and potty training must only take place in the designated nappy change area. The doors to the toilet block and nappy change area must remain open at all times and staff changing nappies must make other staff aware that they will be doing so. The following procedures must be followed.

Nappy Changing Procedure

Nappies should be checked every 2hrs and changed if wet or soiled and recorded. The checking of nappies must take into account children's arrival time at nursery and their potential travel time to nursery.

- The changing mat must be cleaned using antibacterial spray and disposable paper towels or blue roll.
- All items must be ready before commencing the nappy change. The child must not be left unattended at any time and staff must not move away from the changing unit whilst the child is on it.
- Gloves and aprons must be worn.
- Only nappies, wipes and creams supplied by the parent must be used, alternatively cotton wool and warm water is to be used.
- Staff must talk to the child throughout the nappy change. Nappy change is an ideal time for one-to-one communication.
- Children must be cleaned thoroughly, and cream applied if necessary.
- Care must be taken when fastening nappies to ensure that it is comfortable for the child. Staff must remember to allow for movement and stretching of the nappy and therefore not fasten the nappy too tightly.
- The nappy change area must be cleaned thoroughly after use and gloves and aprons removed.
- Prevention of cross contamination is a priority at all times and care must be taken to use a different glove when applying any cream.
- Nappies will be disposed of in the appropriate nappy bin. Soiled nappies will be wrapped in a nappy sack prior to disposal.

- Gloves and aprons must be removed before leaving the nappy change area and must be changed in between each change.
- Hands must be washed after each nappy change.
- All changes and checks must be recorded giving details of time and member of staff responsible.
- Parents must be informed if nappies, wipes or creams are running low in advance of them running out.
- Staff must not leave the nappy change area until all PPE has been removed.

Potty and Toilet Procedure

- Children will be supported by staff as per the age and stage of development.
- Younger children will be supervised closely within the toilet block, whereas pre-school children will be supervised from a distance to allow both independence and privacy, however staff will be close by and will check on the children.
- Potty's will be stored and used in the toilet area only.
- Used potties will be emptied and cleaned immediately by staff, using antibacterial spray and blue roll.
- Disposable aprons and gloves will be worn by staff that are supporting children in using the potty or the toilet.
- Staff will check the toilets after use and ensure that toilets have been flushed and that spillages are cleaned up. The floors will be cleaned of any toilet tissue or paper towels.
- Any soiled or wet clothes will be changed and then rinsed and doubled bagged and returned to parents.

Toilet Training

It is imperative for staff and parents to work closely when supporting children in toilet training. Toilet training is most successful if there are signs indicating that the child is ready. Parents may discuss potty training with their child's key worker at any time, but the key worker will also discuss with parents when they see signs that a child is ready. Some of these indications may include:

- Discomfort at having a wet or soiled nappy.
- Identifying when they have wet or soiled their nappy.
- Talking about needing to use the toilet.

Prior to commencing toilet training it is helpful if a child is familiar with the potty or toilet and are happy to sit on there. It is also useful if a child is able to remove clothing independently so that they can use the toilet effectively. It is also essential that a child is able to communicate in some way, whether by words or gestures that they need to use the toilet.

- Once commencing toilet training, we ask parents to supply a large amount of spare clothes as it is common for children to have many accidents when first starting. Spare shoes or sandals are also useful.
- We advise against the use of pull ups as these do not allow the children to experience when they are wet or soiled and can also be difficult to pull up or down.
- It is important that children experience a full bladder or bowel in order to understand the need to use the toilet. We therefore avoid sitting children on the toilet at regular intervals and instead encourage and provide ways for children to tell staff that they need to use the toilet.
- It is common for children to continue to have accidents for a while after mastering toilet training, particularly once the enthusiasm for using the toilet no longer supersedes that for playing with their friends or activities.
- Whilst children may become fully toilet trained at an early age, they are likely to still require a nappy at night for a while longer.

Internal use only

This policy was adopted on	June 22
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	June 23