



AMINGTON HEATH
PRIMARY & NURSERY

Nappy Changing and Toileting Policy and Procedure

- We will communicate with parents to ensure that individual children's changing routines are respected and followed within our daily practice and routines.
- For hygiene and safeguarding reasons all children wearing nappies should have their nappy's removed so that they can be checked and changed if necessary within 30 minutes of entering Nursery.
- All children should be checked to ensure they are clean and dry every 3 hours. A record of this check and any action taken should be made.
- Staff must check children prior to their anticipated time to leave Nursery to ensure that they are clean and dry ready for when they are collected by their parents.
- Nappies, wipes and cream are supplied by parents for the use of their child only. Parents are notified when supplies are low and requested to provide more. If a child runs out of supplies, nursery will use their own emergency supplies.

Changing Procedure

1. Prepare room by collecting child's changing equipment and placing it on the changing mat.
2. Put on plastic gloves and apron.
3. Collect child from playroom
4. Remove any clothes needed to change the child.
5. Remove dirty nappy and clean the child with wipes, baby lotion or Clear water.
6. Put discarded nappy and wipes together in a nappy sack.
7. Place clean nappy under the child's bottom.
8. Apply cream if necessary.
9. Secure nappy and replace clothing.

10. Wash your hands and wash the child's hands.
11. Return the child to the play area.
12. Put nappy sack into the nappy disposal bin, with gloves and apron.
13. Spray the changing mat and surrounding area thoroughly cleaning Everything.
14. Wash your hands thoroughly and leave the area clean and tidy.
15. Record nappy change on nappy changing form on the wall.

REMEMBER TO ALWAYS SUPPORT THE CHILD FULLY DURING THE CHANGING PROCEDURE AND NEVER LEAVE THE CHILD UNATTENDED AT ANY TIME.

Toilet Training

We follow parents' wishes with toilet training. In nursery we will continue what parents are doing at home. We ask that parents bring in spare clothes and pants in case of accidents. We will clean the child up and change their clothes, parents will be informed when the child is collected. We ensure that all of the children know where the toilets and the potties are, which are easily accessible so that children do not need to ask to go to the toilet. An adult will always be close by, but will allow the child some privacy. We will encourage children to wipe their bottom themselves, but will always help when necessary. We send out toilet training booklets for parents and are always on hand to offer advice.