

## WHITLEY LODGE UNDER FIVES

### NAPPY CHANGING PROCEDURE

Our pre-school recognises the importance of promoting independence and self help skills and will work with parents when they are toilet/potty training their child. Staff will remind children to use the toilet/potty, assist when necessary and praise success.

We also recognise that some children will not have reached this stage in their development and will be wearing nappies. If a child requires changing the following procedure will be followed:

- A member of staff who has undergone a DBS and other checks will identify that a child requires changing and inform another member of staff that they are changing the child.
- The child will be changed in the toilet area, using the changing mat on the floor. Every effort will be made to ensure the child's privacy. Visitors to the group who arrive when a child is being changed will be asked to wait outside until changing is complete.
- Parents will be asked to provide a bag on their child's peg containing fresh nappies, wipes and nappy sacks as well as spare clothing. Parents will be informed when their child has been changed (notice on peg) so that they can replace supplies. A supply of changing materials is also kept in pre-school.
- A fresh pair of disposable gloves and a fresh apron will be used each time a child is changed. After use the changing mat will be cleaned with anti-bacterial spray/wipes. Each child's changing supplies will only be used for that individual child.
- Soiled nappies, wipes, used gloves and apron will be wrapped in a nappy sack and placed in the nappy disposal bin, which is emptied daily.
- If a child shows distress at being changed, the person changing will discuss this with the Leader. Parents will be contacted and if necessary can return to pre-school to change their child.
- When changing children members of staff will be alert to any rashes or marks and share this information with the Leader and parents as appropriate and if necessary a home incident form will be completed.
- If a child soils/wets themselves who is not wearing nappies, a staff member will take the child to the toilet area (as above) and change the child, using their own spare clothing or our spare clothing kept for this purpose. Wet/soiled clothing will be placed on the child's peg together with a changing notice to inform parents that their child has been changed.
- After changing a child a member of staff completes and signs the Changing Record, detailing who changed the child, whether it was wet, soiled or an accident which required a clothing change and the time that the child was changed.

Every effort will be made to ensure that children are kept dry and comfortable and that no adverse attention is drawn to their toileting needs.

This procedure was read and understood by all staff.

Carol Shields.....  
Joanne Cameron.....  
Helen Graham-Potts.....  
Jayne Pronk.....

Amy Kennedy.....

Staff meeting date- 5<sup>th</sup> September 2023

To be revised September 2024