**Chester’s Nursery School**

**NAPPY CHANGING And Storage Of Nappies policy/Toileting Support**

**Rationale**

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| To ensure that we provide nappy changing facilities that provides the children with a safe, clean environment and equipment.  To ensure that we are doing everything possible to reduce the risk of infection.  To ensure that we promote privacy, dignity and respect. |

**Statement**

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| In Chester’s Nursery School, taking health and safety into consideration, we provide nappy changing facilities which are designed to promote the health and wellbeing of the children and the staff. Staff will ensure they follow all nurturing guidelines to support children with developing self-help skills to gain independence with using the toilet. |

**Key Establishment Procedure**

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| * For nappy changing, a safe, clean and private area is provided immediately off each of the playrooms. * For privacy, and also to reduce the risk of infection, the doors to the changing areas are kept closed. The door should be locked when not in use. * For health and safety purposes, nappy changing units used for children over the age of one year, have steps attached to enable the children, who are able, to climb up to the nappy changing area. * All children have their own individual nappy boxes which has a lid that should be closed at all times * All nappy changing areas have foot operated, lidded nappy bins, which are emptied regularly. * Guidelines, to be followed for changing nappies, are displayed on the wall in each nappy changing area. * To reduce the risk of infection, the waterproof changing mat, and the surfaces are cleaned with an antibacterial cleaner before and after each nappy change. * All cleaning products, gloves and aprons are kept out of reach of the children. * Staff must wash their hands before and after each nappy change, and where appropriate, the child washes his/her hands after each nappy change. If the child is too young to wash his/her hands, the member of staff does this for him/her. If a sink is not available, the child should be taken directly to wash their hands after each nappy change where both the staff and child will wash their hands. * All nappies after each change are placed inside a nappy sack, along with used gloves, apron and wipes. The nappy sack is tied and placed inside the nappy bin. * If the child has had a soiled nappy and then child requires to have cream applied, a new pair of gloves is put on by the member of staff before applying the cream. * A consent form is filled in by parents/carers detailing the conditions requiring the application of nappy cream for the child. * A nappy changing checklist, detailing the time of each nappy change, and whether the nappy was wet or soiled, is marked up daily, and the information is shared with the parents and carers. * All children should only have their own nappy on that has been provided by their parents. * Under no circumstances should any child have another child’s nappy put on them without seeking advice from management and the authorisation from the child’s parent/carer. * If a child is in the process of “toilet training” staff will ensure they provide a high level of support that is required to encourage independence skills. Staff (preferably key worker) will take the children to toilet at frequent intervals to assist with the physical, emotional and social needs they may have. * If a child has soiled themselves in the process of toilet training, then they can be cleaned & changed in the changing room, each child has a nursery bag containing a supply of clean underwear & clothes, this can be replenished as required, staff will inform parents when clothes/underwear are required. All wet/soiled clothes will be bagged with child name and placed within the lidded box in foyer to be returned to parent at the end of the nursery session. * The key worker will be responsible for the individual support each child may require with toilet training, if a child requires additional time with the process this can be and will be addressed with the parent/carer. Each keyworker is knowledgeable about further strategies that can support a family with the toilet training process.   **Storage of nappies**   * As advised by the Care Inspectorate, to reduce the risk of infection, no opened bags of nappies should be left in the child’s bag or stored in the nursery. * Nappies should be taken from the bag and put into their own individual sealed box. Extra nappies are stored in child’s individual boxes and are labelled. |

**Roles and Responsibilities**

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| Head of Nursery |
| To ensure that all members of staff are aware of the policy and it is regularly reviewed, and adhered to at all times.  To ensure that all nappy changing take into consideration the health, safety and wellbeing of all users. |
| Child Development Officers |
| To ensure that they are aware of and adhering to the policy. |

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| **How Good is Our Early Learning and Childcare** |
| 2.1: Safeguarding and Child Protection  1.4: Leadership of management and practitioners  3.1: Ensuring wellbeing, equality and inclusion |
| **Other Key Documents** |
| * Nappy changing facilities in early year’s nursery and large child-minding services.   Publication code: OPS-0913-243.   * National Care Standards [www.nationalcarestandards.com](http://www.nationalcarestandards.com) * Chester’s Nursery School Infection Control Policy. Health and Safety Regulations. * Infection Prevention and Control in Childcare Settings (Health Protection Scotland, September 2015) |

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| Date Reviewed: | February 2021 |
| Date to be reviewed: | February 2022 |