Shalford Infant and Nursery School - Nappy Changing Procedure

Prepare the area:
Check that the changing area is clean and tidy.

Wash hands thoroughly with warm water and soap, then dry with a paper towel.

Gather all required changing items, including nappies, wipes, cotton wool and warm water, nappy sacks, barrier cream and spare clothes if necessary. *Parents/guardians provide the child's nappy changing items, which should be stored in the child's named box.*

Put on a plastic apron and gloves.

Once the area is prepared, bring the child to the changing area.

Change the child:
Support the child to safely walk or climb up the steps to the changing mat.

Interact with the child throughout the changing process through conversation, gestures, songs and reassurance.

Remove the child's nappy or soiled underwear.

Clean and dry the child using wipes, or cotton wool and warm water. Always wipe the genital area from **front to back**.

Apply barrier cream if necessary. **Prior consent from the parent/carer is required. Parents/carers must complete the appropriate barrier cream consent form before barrier cream can be applied.** Barrier cream must be labelled and stored in the child's named box.

Never leave a child unattended on the changing mat.

If the child is toilet training, offer them the choice of using a potty or toilet.

If they choose to use one, support the child safely off the changing mat/unit and encourage and support them in using the potty/toilet.

Put a clean nappy or underwear on the child and refasten their clothing.

If clothing is soiled, change the child and double-bag the soiled clothing in nappy sacks.

If the child has not used the toilet/potty, support them safely off the changing mat/unit.
unit if they have not used the toilet/potty.

Promote good hygiene:
Dispose of the used nappy in the designated nappy bin. Nappy bins are emptied weekly by PHS.

Reusable nappies and soiled clothing should be double-bagged in nappy sacks.

Return all clothing, nappies and resources to their appropriate storage areas.

Clean the changing area using the provided cleaning materials, including antibacterial spray and blue roll. **Ensure that cleaning materials are stored out of reach of children at all times.**

Clean the potty if it has been used.

Wash hands thoroughly with warm water and soap, then dry with a paper towel.

Wash the child's hands or support the child to do so independently.

The changing area, toilets and potties must be kept clean and tidy throughout the day.

Monitoring, documenting, and communicating:

If any marks, rashes or unusual bowel movements are noticed, report and record these using the designated recording sheets.

Record the time of each nappy change and whether the child's nappy was **wet, soiled or dry**. For children wearing pants or pull-ups, record toileting times.

At the end of the session, provide relevant information to the parent/carer.

Completed recording sheets should be stored securely in the designated folder for at least the current half term, should parents/carers wish to discuss their child's nappy changing or toileting.

Shalford Infant and Nursery School

Toilet Training Procedure

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Toilet training is an important milestone for every child. Each child requires reassurance, guidance and support throughout this stage to ensure they feel confident and encouraged in their development. It is equally important that we work in partnership with parents/carers and maintain effective communication to provide continuity between home and nursery.

Supporting the Child

Senior staff must ensure that **all staff within the team are aware of the child's stage of toilet training** and any relevant information.

Parents'/carers' wishes must be taken into account at every stage and communicated clearly to the staff team.

Children should be encouraged to take an interest in using the toilet and supported to develop their independence.

All children who are toilet training must be accompanied to the bathroom and appropriately supervised and supported while using the toilet.

Children should be supported to pull down and pull up their trousers, pants or underwear as required, with staff encouraging them to do this independently when they are developmentally ready.

Reassurance, encouragement and praise should be given throughout the process.

Promoting Good Hygiene

Children should be supported to wash their hands thoroughly with soap and water after using the toilet and to dry them properly.

Potties must be emptied and cleaned immediately using the provided antibacterial spray, ready for the next child to use.

The bathroom and toilet areas should be kept clean and tidy throughout the day.
Ensure that cleaning materials are stored out of reach of children at all times.

Monitoring, Documenting and Communicating

All visits to the potty/toilet where staff have supported the child will be recorded.

During handover, the child's Key Person will share relevant information about the child's toilet training and progress with their parent/carer.

If a child is experiencing difficulties with standard toilet training approaches, this should be discussed with the senior team, staff working with the child and the child's parents/carers. An appropriate approach can then be agreed to support the child.

Older children should be encouraged to access the toilet when they need to and to develop independence with toileting, whilst ensuring appropriate support and supervision are available when required.