



Nappy Changing, Toileting and Intimate Care Procedures

Nappy Changing

- Consider where best to change the child and alert another member of staff that you need to change the child
- Gather all necessary items needed before the change - nappy, wipes, nappy sack, spare clothes (if required), nappy cream (if required)
- Wash hands and put on gloves and an apron. A new pair of gloves and apron should be used for each change
- Place the child on a changing mat after cleaning mat with anti bacterial spray
- Remove the child's clothing to access the nappy; if age and developmentally appropriate encourage them to remove their own clothing
- Remove the wet / soiled nappy and place inside a nappy sack
- If the child's clothes are wet or soiled, they should be bagged separately and sent home (double bag if soiled)
- Using the wipes, clean the child front to back and place all used wipes inside nappy sack containing the used nappy
- If a child requires nappy cream due to soreness or at a parent's request, this should be applied using a cotton ball or wipe to create an additional barrier between staff and child and disposed of in the nappy sack
- Tie the nappy sack and place into the pedal operated bin
- Put on the clean nappy and dress the child; if age and developmentally appropriate encourage them to dress themselves
- Remove gloves and apron and place into pedal operated bin
- Wash your hands using liquid soap warm water and paper towels
- Return the child to the room and return all belongings (wipes, nappy sacks, cream etc) to the child's bag
- Return to the nappy changing area and use antibacterial spray and paper towels to clean the changing mat and surrounding areas. Leave to dry and wash hands again
- Log the change on an intimate care form

Wet / Soiled Clothes Changing

- Consider where best to change the child and alert another member of staff that you need to change the child
- Gather all necessary items needed before changing (spare clothes, spare underwear, wipes, nappy sacks)
- Wash hands and put on gloves and an apron. A new pair of gloves and apron should be used for each change
- Have the child stand on a changing mat after cleaning mat with anti bacterial spray
- Remove all wet clothing and place into a nappy sack to be returned home (double bag any soiled items)
- Use wipes to clean the child and place dirty wipes into another nappy sack to dispose of
- Dress the child in clean clothes; if age and developmentally appropriate encourage them to dress themselves
- Tie off nappy sacks and return the one containing clothes into the child's bag, disposing of the nappy sack containing dirty wipes in the pedal operated bin
- Remove gloves and apron and place into pedal operated bin
- Wash your hands using liquid soap warm water and paper towels
- Return the child to the room and return all belongings (wipes, nappy sacks, cream etc) to the child's bag
- Return to the nappy changing area and use antibacterial spray and paper towels to clean the changing mat and surrounding areas. Leave to dry and wash hands again
- Log the change on an intimate care form

Toilet Training

Children that are toilet training will be encouraged to sit on the toilet during their changing time. At this time, staff will talk to the children and provide positive praise and reinforce what the child is doing (positive praise could include stickers, high fives, wow moment etc).

Children will not be hurried in these daily routines to support them in confidently becoming toilet trained and maintaining a positive experience.

We understand that some children display anxiety at becoming toilet trained and we will work slowly and sympathetically alongside them whilst updating parents of their progress at the end of each session.