

## GLEN URQUHART CHILDCARE CENTRE

Scottish Charitable Incorporated Organisation SC024692

### **TOILET TRAINING & NAPPY CHANGING POLICY**

We believe in getting it right for every child, ensuring that all children are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included. (SHANARI). We also believe every child has a right to be dry and clean. They should be free from urine and faeces which can cause rash, irritation and infection. Current legislation states that children are entitled to their funded hours must be welcomed and supported, if they are not toilet trained.

This policy ensures parents and staff work together when considering the needs of individual children, valuing different cultures, beliefs and ideas.

We will ensure:

1. The centre will welcome children, who still wear nappies and/or are toilet trained.
2. Permission to change a child will be requested in the form of an "Intimate Care Protocol" if it is to change a nappy or a signature will be requested on "My Health" sheets for a change of clothes when wet through a toilet accident or during play.
3. Staff will obtain a full disclosure and attend child protection training before they support a child at the toilet.
4. The Centre will provide the correct equipment to enable the children to be changed hygienically and in comfort. E.g. changing mat, wipes, nappy sacks, spare clothes. Parents will be encouraged to leave their own items on the child's pegs as some children feel more reassured and comfortable in their own nappies/clothes.
5. Equipment such as a step, potty and trainer toilet seat will be available to encourage independence skills, at a pace regulated to meet individual stages of development.
6. We will respect the rights of the children to have as much privacy as possible.
7. We will display and encourage hygiene practice with all our children.

### **NAPPY CHANGING**

**Children will be changed as recommended in the NHS guidelines on Infection Prevention and Control September 2015, in particular pages 27-28 (copy in kitchen and back of policy file)**

***(Copy in Kitchen and back of Policy File)***

**The Care Inspectorat document "Nappy chaging facilities for Early Learning and Childcare Services" will also be used to support improvement.**

1. Children will be checked regularly to ensure no child is left wet or soiled.
2. Children will be taken away discreetly.
3. We will ensure that nappies are changed and disposed of hygienically.
4. The nappy changing area will be separate from food preparation and eating areas. A changing mat should be used at all times. It will be smooth, non-absorbent and easy to clean. If a tear or damage appears it will be disposed of immediately and replaced with a new one.
5. We will gather all the necessary resources, then wash our hands staff to use PPE (personal protective equipment) – single use disposable apron and disposable gloves.
6. Nappy changing will follow the safe nappy-changing guidelines attached
7. We will dispose of soiled nappy into an individual nappy sack before placing into the bin in the disabled toilet which is lined with a plastic liner. All nappies should be double-bagged.
8. Non-disposable nappies will be placed directly into a plastic bag to give to parents. Soiled faecal matter may be disposed of into the toilet.
9. We will never rinse or wash non-disposable nappies or pants because the risk of splashing may cause microbes to spread.
10. We will put a clean nappy on the child. If creams are used they will be supplied by parents and be for individual use only. This will be noted on our “Intimate Care Policy”.
11. Remove gloves after disposing of nappy and cleaning the child, then we will support the child to dress.
12. We will take the child back to the play environment.
13. We will clean changing area using with hot soapy water, dry it with paper towels then use Milton diluted to 50mls Milton to 950mls water. If body fluids are present staff to use PPE (personal protective equipment)
14. We will wash our hands.
15. A note will go home to parents after every change.

### **TOILET TRAINING**

1. As children show readiness to toilet train, parents are encouraged to discuss an appropriate, consistent approach that can be implemented both at home and in the Centre.
2. Staff will value and listen to parents differing methods of toilet training and work together to offer support.
3. Children’s preferences will be taken into account and praise and reward methods if deemed appropriate will be put in place, after discussion with child and parents.

4. Regular discussion and sharing of information will take place, in a confidential manner.
5. Advice may be sought from Health visitor or other Professionals to aid with the toilet training process.

#### **USING POTTIES**

- .After the child has used the potty, staff to put on PPE (personal protective equipment) and put the contents of the potty down the toilet.
- Residue to be removed with toilet roll and flushed down the toilet.
- Potty to be cleaned with detergent and water or paper towels with detergent and hand hot water.
- Dry with paper towel.
- Remove PPE (personal protective clothing), wash hands then help the child to wash hands.
- If sink used to clean potty then the sink must be disinfected after use.

Date last reviewed June 2018

Date of next review June 2019

Signature \_\_\_\_\_

Designation \_\_\_\_\_