

SUAT Policy	Intimate Care Policy					
LGCS Appendix	Nappy Changing					
Approved by	CEO/LAC	Issue Date	Nov 2018	Review Date	Nov 2020	
Audience	Trustees	✓	Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓

This appendix includes:

- amendments to the SUAT policy that have been approved by Trustees/ LAC
- specific practices and/ or procedures that are used in LGCS
- additional information relevant to LGCS

This document indicates the specific practices and/ procedures that are used in LGCS with regard to the SUAT Intimate Care Policy.

Nappy Changing Policy and Procedure – Including the Handling of Soiled/Wet Clothing

Our Early Years settings are happy to change children's nappies and do not ask parents/carers for their child to be toilet trained on joining the setting with the exception of entering the Reception class or if a child has a medical issue.

Nappy changing and cleaning/changing a child who has soiled/wet their clothing takes place in accordance with the individual child's needs and not in accordance to the early year's routine.

All of the staff members have current Disclosure and Barring Service checks (DBS). Any new member of staff whom is awaiting their criminal records check will not be permitted to change a child's nappy/clothing or be left alone with children at any time. Also volunteers or visitors to the setting will not be permitted to change a child's nappy/soiled/wet clothing. However, students who attend the setting may need to change a nappy as part of their course curriculum, if this is the case, parents / carers will be ask to sign a permission form allowing a student to change their child's nappy under the supervision of a member of staff with a DBS check. To ensure the safety of children in the setting the SLT understands that it is their responsibility to verify with the students college tutor that changing a nappy is a part of their course curriculum.

A 'Parent Helper' joining their child's normal session is able to change their own child's nappy/clothing in the toilet. It is the responsibility of staff to ensure the parent helper is informed at the beginning of the session that they are not permitted to change other children's nappies/clothing and should not be left alone with other children to safeguard the child and the parent/carer.

Before taking a child to change their nappy/ soiled/wet clothing, the staff member responsible will inform another member of staff. This is to ensure other staff members do not worry if they have seen that a child is missing from the group and also it is to ensure that staff members are aware of where other members of staff are.

A nappy changing sheet is signed and dated by members of staff every time a child's nappy is changed or if a child clothing is soiled/wet.

Children's nappies will be changed in either the designated changing area or in the toilet cubicle. Staff members will ensure that the area is clean before changing a child's nappy/soiled clothing/wet clothing. Children wanting to use the toilets are asked to wait until the nappy changing procedure is completed to ensure privacy to the child being changed.

Children's nappies will be changed on the floor using a nappy changing mat in provisions outside Pre-school. This is to ensure the health and safety of staff members and to ensure children do not fall from a height.

Parents/carers supply nappies, wipes and cream for their child in a clearly named bag. Please refer to our 'Non-Medication' statement in the 'Administration of Medicine' Policy.

Procedure for Changing a Nappy

When changing a child's nappy, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff changing a nappy will follow the procedure stated below:

- Adult to wash hands,
- Clean nappy changing mat, using an anti-bacterial spray,
- Put on a disposable apron and pair of gloves,

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- Use the child's supplied nappies, wipes and cream. (Staff members need to inform parents / carers of extra nappies and wipes),
- Depending on child's age, encourage the child to take off their own clothing and lay on the mat,
- Take off the used nappy and place it in the nappy sack,
- Clean child's bottom with wipes, ensuring they are clean. Place used wipes in the nappy sack,
- Once a child's nappy has been changed use an anti-bacterial spray to clean the nappy mat and wipe with paper towels.
- Dispose of used aprons, gloves and paper towels in the bins provided.
- Children's nappies to be put in the yellow bag provided for disposal of nappies.
- Staff members will wash their hands.
- Staff members support children to wash their hands.
- Complete the nappy changing sheet.

Changing Soiled/Wet Clothing

When changing a child's soiled/wet clothing, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff will follow the procedure stated below:

- Collect the child's clean clothing or collect spare clothing from allocated areas
- Adult to wash hands.
- Put on a disposable apron and pair of gloves,
- Support the child when removing soiled/wet clothing and place it in the nappy sack and clearly write child's name and contents of bag on a sticker.
- If possible flush away stools caught inside a child's underwear and rinse underwear in the toilet.
- Clean child's bottom with wipes, ensuring they are clean. Place used wipes in a separate nappy sack and put in the yellow hazardous waste bin (located in the medical room) or in the nappy changing unit.
- Dispose of used aprons and gloves in the yellow bin located in the changing unit or medical room.
- Depending upon child's age and ability help them to get dressed into clean clothing,
- Staff members will wash their hands.
- Staff members support children to wash their hands.
- Child's soiled/wet clothing to be put in the child's bag.
- Complete the nappy changing sheet.
- Inform parent/carer that child has been changed.