

# Peter Pan Playgroup

## Nappy Changing and Toileting Policy

We accept children who have not been potty trained and will assist the children who are being potty trained. We will encourage and guide the children to achieve independence and a good hygienic practise in this area.

### The Important Things We Must Remember Are:

- The health and safety of the child, the other children and the staff.
- The confidence and self-esteem of the child.
- The view and techniques used by the child's family to help provide consistency.

### Procedures

- Children will only be changed by a staff member with a current enhanced DBS in a safe and private area, whilst still in the vicinity of other staff, maintaining the child's dignity and comfort, whilst being sensitive to individual needs and routines.
- Staff should wear protective gloves when dealing with nappies or clear ups in toilet.
- Each child who is still in nappies should ideally bring their own nappies, wet wipes and nappy sacks in a bag that is clearly marked with the child's name on it to avoid any confusion. We appreciate that in some instances the bag may be forgotten to be brought in, and only in those circumstances, Playgroup do have their own supply of nappies, wet wipes and nappy sacks that we can use if necessary. If a parent would prefer that only their nappies and wet wipes are to be used, we would be grateful if a note could be given in, so that it may go in the child's personal file, stating this preference.
- If a child requires nappy cream to be applied due to soreness or nappy rash, the parent must have given prior permission on the registration form before staff can apply, or sign a medication form. Parents must provide the cream in a clearly labelled container, along with the nappies. Playgroup will need to be informed at the start of the session by the child's parent if the nappy cream is needed to be administered that session. Staff will record its use on the nappy changing form. If no cream has been supplied, staff will inform the parent of the situation and will request some for the next nappy change if still needed.
- All nappies that are changed in Playgroup will be sent home with the child/parent for disposing of.
- There are instances when a child suffers an accident before or during a visit to the toilet; and a change of clothing may well be needed. In this instance a wet wipe may be used to refresh the child before dry and suitable clothing can be put back on them.
- Wet wipes will only be used on the nappy and leg area of a child.
- The child should be laid on the changing mat out of the eyes of the other children for their own privacy.
- After the child has been changed redressed and is back with the children the staff member should dispose of gloves in the bin, wash hands carefully with anti-bacterial soap and wash the mat down with the anti-bacterial spray.
- If the child is potty training and bringing in their own potty, it can be left in the toilet for their use and will be returned at the end of each session.
- Accidents happen and no matter how many a child has or how often he/she has one, we must stay positive and encouraging. Potty training is a stressful time for the child as well as the adults attending to it, so friendly happy staff assisting will help. We will also be aware of who is in the toilet at the same time as a child is being changed for their own privacy.
- We ask parents to provide spare clothes in case of accidents.
- Children will be shown how to use the toilet appropriately and to wash their hands and dry them afterwards. Although help will be on hand for any child who needs it with the toilet and hand washing our main aim is to encourage the children to become independent with their own personal hygiene.