 **H**appiness **– A**chievement – **N**urture **- K**indness

**Kinellar School**

**Nappy Changing and Children’s Toileting Hygiene**

At Kinellar Nursery we understand the importance of meeting children’s toileting needs and take guidance from the child’s parents/carers to meet the needs of the individual child. Throughout the induction process there will be opportunities to discuss any concerns or support their child may require with the EYSP/EYLP. Before the child begins nursery we will ensure we are aware of any toileting requirements and will record this information in the child’s Personal Plan. Parents can state where the child is at and any support they require. The child’s Personal Plan is kept within the nursery and is reviewed termly with the parent. If there are any changes at any other time of the term parents are encouraged to request their child’s personal plan to make relevant changes. All children have free flow access to the toilet during nursery sessions and toilets are regularly monitored by staff. At Kinellar Nursery we have a large supply of spare clothes for toileting accidents etc so children are not required to take in their own bag with spare clothes.

At Kinellar Nursery we adhere to local national guidance:

Health Protection Scotland (NHS),2018, “Infection Prevention and Control in Childcare Settings (Daycare and Childminder Settings)”

<https://www.hps.scot.nhs.uk/resourcedocument.aspx?id=6606>

Care Inspectorate, 2018, "Nappy changing facilities for early learning and childcare services: information to support improvement."

<http://www.careinspectorate.com/images/documents/4404/Nappy%20changing%20guidance%20for%20early%20years%20and%20childcare%20services.pdf>

Care Inspectorate, 2014, “Hand Hygiene: Information to Support Improvement”

<https://hub.careinspectorate.com/media/208454/hand-hygiene-information-to-support-improvement.pdf>

SCSWIS ,2011, “The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations”

<http://www.legislation.gov.uk/ssi/2011/210/made>

Scottish Government, 2017, “Supporting children and young people with healthcare needs in schools” <https://www.gov.scot/binaries/content/documents/govscot/publications/consultation-paper/2017/01/supporting-children-young-people-healthcare-needs-schools-draft-guidance-nhs/documents/00513141-pdf/00513141-pdf/govscot%3Adocument>

Aberdeenshire Council, 2017, “Intimate Personal Care Draft guidance for schools, parents, children and young people”

<http://asn-aberdeenshire.org/wp-content/uploads/2017/08/Intimate-Personal-Care-vs-1.9-Sept-2017.pdf>

 **H**appiness **– A**chievement – **N**urture **– K**indness

**Health and Social Care Standards**

1.0 I experience high quality care and support that is right for me

1.4 If I require intimate personal care, this is carried out in a dignified way, with my

privacy and personal preferences respected.

4.11 I experience high quality care and support based on relevant evidence,

guidance and best practice.

5.4 If I require intimate personal care, there is a suitable area for this, including a

sink if needed.

**The United Nations Convention on the Rights of the Child (UNCRC) (1989):**

Article 16: (Right to privacy) Children have the right ...to privacy

Article19: (Protection from violence, abuse and neglect) Children have the right ... to be protected from being hurt and mistreated, in body or mind.

Article 23: (Children with a disability) Children have the right ... to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.

Article 34: (Sexual exploitation) Children have the right... to be free from sexual abuse.

**Toilet Training**

Toilet training can be a very daunting process for parents but we want to assure parents that our staff will work with them every step of the way to ensure the process is a smooth one. We are aware that it can take longer for a child to potty train at nursery as there is so much more happening within the environment in comparison to at home. This is why we ask parents to start potty training their child at home for a short period before it is introduced at nursery.

* Children will be encouraged to try the toilet regularly and supported to wipe themselves, pull up their own clothes and wash their hands. Staff will clean a child if they require support or if they have an accident.
* Once child is dressed and ready they will wash their hands.
* Staff will wear an apron and gloves when they support the child to get cleaned which are stored in the nappy changing unit. This will be bagged in a nappy sack after finishing and disposed of in the hygiene bin in the disabled toilet. Staff will then wash their hands.
* Staff will treat the child with dignity and respect and ensure they have privacy during this time.
* If a child is to have a toileting accident then they will be changed into nursery spare clothes. We ask for these to be returned as soon as possible as we have a limited supply of spare clothes at Nursery.
* All soiled clothing will be double bagged, labelled with child’s name and date and put into a clearly labelled box in the disabled toilet for staff to give to parent at pick up time.
* Staff will complete a toileting form stating date, time and type of accident which parents will sign at pick up time.
*  **H**appiness **– A**chievement – **N**urture **– K**indness

For some children, who experience minor difficulties in toileting, the following strategies will be put in place:

* Close contact will be kept with parents to assist their child with any difficulties or concerns.
* If accidents become more frequent and where persistent difficulties occur it may be that other agencies need to be alerted and offer support to the family.

**Hygiene**

* Hygiene procedures are important. Children may need to be reminded to wash their hands afterwards. Care will be taken to ensure adequate supplies of soap and paper towels are always available .
* If a child requires a potty or nappy changing then Kinellar Nursery staff will adhere to the advice and guidance from NHS and Health Protection Scotland ‘**NHS Infection Prevention and control in childcare settings’ (MAY 2018).** Care Inspectorate **‘Nappy changing facilities for early learning and childcare services’ 2018.**

**Nappy Changing**

* When changing a child, Kinellar Nursery staff will adhere to the advice and guidance from the Care Inspectorate and NHS Guidelines as stated below. Our nursery room has a designated changing area for changing nappies which is appropriately designed in accordance within these guidelines. Our nappy changing facilities can be found in the disabled toilet.
* **Care Inspectorate Nappy Changing Facilities for early learning and childcare information guidance (June 2018)**
* **NHS Infection Prevention and control in childcare settings (MAY 2018).**

Parents are asked to provide nappies and any relevant nappy cream for their child. This will be kept in children’s individual, labelled nappy box in the disabled toilet next to the nappy changing unit. Staff will inform parents when their child is running low on nappies.

Staff will regularly check and change nappies as required.

Date of Issue – October 2020

Date of Review – October 2021

Policy Author – Nikki Nicol

*  **H**appiness **– A**chievement – **N**urture **– K**indness

**Nappy Changing Procedure**

At Kinellar Nursery when changing a child always ensure you are properly prepared with the relevant PPE and resources required:

* We use our nappy changing unit. Ensure ladder is down properly, children climb up onto the changing area and lie down.
* A clean nappy
* Disposable wipes
* Children’s own nappy cream (if required.)
* Two nappy sacks
* PPE – Disposable apron and gloves

**Procedure:**

1. Wash your hands.

2. Put on PPE

3.Walk child up onto changing unit

4.Remove used nappy and dispose of as follows:

**Disposable Nappy**

Put the dirty nappy in a nappy sack, tie the nappy sack and put in the lined nappy bin.

**Reusable Nappy**

Put liner and contents in a nappy sack, tie the nappy sack and put in the liner nappy bin. **Do not** rinse the nappy before putting it in a bag nappy sack. Ensure nappy is double bagged. Tie the nappy sack and label with child’s name and date. Put the bag into lidded box in disabled toilet, ready for collection.

5. Clean child using wipes and put in separate nappy sack.

6.Use child’s own cream provided by parent where necessary. (New gloves to be used for applying cream.)

6. New gloves to be worn and apply clean nappy.

7. Remove PPE and put in nappy sack.

8. Dress child and support down from changing unit.

9. Wash hands then support child to wash hands.

10. Take child back to play area.

11. Clean nappy changing mat using detergent spray and paper towel then wash hands.

*  **H**appiness **– A**chievement – **N**urture **– K**indness

**Using Potties**

After the child has used the potty put on PPE and put the contents of the potty in the toilet. Remove the residue with toilet roll and flush down the toilet. Clean the potty with paper towels and detergent and water. Dry with paper towels. Remove PPE, wash hands then support the child washing their hands. Put potty in a clean dry area.

**Using Toilets**

Always inspect the toilet area during the day to make sure visibly clean. Toilets are cleaned between sessions. If needed, support the child at the toilet and ensure child washes their hands afterwards. Wash your hands after helping the child at the toilet.

Date of Issue – October 2020

Date of Review – October 2021

Policy Author – Nikki Nicol