

Toileting and Nappy Changing Policy

Statement

This policy outlines Hillside's toileting and nappy changing guidelines. Whilst most children starting nursery will be able use the toilet by themselves, we recognise our role as practitioners to continue to teach, promote and supervise hygiene procedures relating to toileting. For children who find toileting challenging, Hillside School Nursery will maintain high standards of toileting provision by providing differentiated support as is necessary- outlined within this policy. Advice from the National Health Service Scotland, Health Protection Scotland and the Care Inspectorate will always be followed to ensure safe toilet and potty usage and nappy changing.

Toileting

Children who are able to go the toilet independently are encouraged to do so whenever they need. At Hillside School Nursery, toilets are easily accessible from the main playing and learning areas. The main door to the children's toilets remain open for supervision purposes with cubicles situated within our toilet areas providing privacy for those who are accustomed to toileting independently. Supervision of the toilets in most cases can be made from out with the main toilet door to ensure numbers and behaviours are satisfactory and to monitor hygiene practices. However, a member of staff will always be available to provide additional help with the toilet area where required.

Hygiene

Hillside School Nursery understands the importance of hygiene procedures. At times, children may need to be encouraged/reminded to follow such procedures including adequately depositing of toilet paper and how to effectively wash their hands after going to the toilet. Care will be taken by members of staff to ensure adequate supplies of soap and paper towels are available at all times. Toilets are checked before Nursery sessions begin (am and pm), at 2 hourly intervals during each session, and are cleaned daily.

Supporting Toileting

Toileting will always be discussed at child's initial Personal Plan meeting and during Personal Plan reviews.

For children experiencing difficulties with toileting, the following strategies will be put in place:

- Toileting support will be recorded within a child's Personal Plan and reviewed at least every 6 months. Strategies will be agreed between the child's parent/carer and key worker. If required, an Action Plan can be recorded for more specific support needs.
- Close contact will be kept with parents/carers to assist their child with any difficulties or concerns and to assess progress.
- Children should attend Nursery with spare clothing, in case an accident occurs, and a change is needed during their session.
- If accidents become more frequent, and where persistent difficulties occur, it may be advisable that other agencies are contacted to offer more specific to the family.

If a child requires a potty or nappy changing then Hillside School Nursery staff will adhere to the advice and guidance from the following publications and policies (all of which can be found within Hillside School Nursery's Policy Folder:

- *Infection Prevention and Control in Childcare Settings: Day Care and Child Minding Settings*, September 2015 (NHS and Health Protection Scotland) - Please see **Appendix 1** for more information
- *Nappy changing facilities in early years nursery and large childminding services*, April 2014 (Care Inspectorate)

Appendix 1

Safe nappy-changing

<p>What you need</p>	<p>A clean waterproof changing mat (do not use if torn or broken) A clean nappy (disposable or non-disposable) Water-based disposable wipes, or soap and water and disposable wipes The child's own tub or tube of barrier cream. Do not use shared tubs or tubes of barrier cream A plastic bag (or nappy sack) for the used nappy PPE for staff – a single-use disposable plastic apron and disposable gloves (on both hands)</p>	
<p>How you do it</p>	<p>Wash your hands. Put on PPE. Remove the used nappy and dispose of as follows.</p>	
	<p style="text-align: center;">Disposable nappy</p>	<p style="text-align: center;">Reusable nappy</p>
	<p>Put the dirty nappy in a plastic bag, tie the bag and put it in a lined bin for used nappies. The bin must have a lid, and must not be in areas used for preparing or eating food, or where children play.</p>	<p>Put liner and contents in the toilet or follow manufacturer's instructions. (If you use a septic tank, put the liner and contents in a plastic bag, tie the bag and put in a lined bin for used nappies. The bin must have a lid, and must not be in an area where food is prepared or eaten, or where children play.) Do not rinse the nappy before putting it in a bag. Tie the bag and label with the child's name. Put the bag in a sealed container meant for that purpose, where it can be securely left for collection.</p>
	<p>Gently clean the child's bottom using warm soapy water or disposable wipes. Rinse any soap away. Dry the skin gently but thoroughly. Check for nappy rash – if the child has a rash, tell their parent or guardian. Use the baby's own barrier cream if necessary. New glove should be used to apply cream if required. Put on a clean nappy. Nappy changing mat should be clean before wiping the child's bottom. Remove your PPE and wash hands. Dress the child. Take the child back to the play area. Clean the baby-changing mat with detergent and water. Wash your hands.</p>	

Using potties

<p>What you need</p>	<p>A clean potty, a separate sink for cleaning the potty where available and a wash hand basin for washing your hands.</p>
<p>How you do it</p>	<p>After the child has used a potty, put on PPE and put contents of the potty into a toilet. Remove residue with toilet roll and flush down the toilet. Clean the potty with detergent and water or paper towels with detergent and water. Dry with paper towels (or kitchen roll). Remove PPE, then wash your hands, then help the child to wash their hands. Put potty in a clean, dry area – do not store potties one inside the other.</p>

Using toilets

<p>What you need</p>	<p>A clean toilet and a hand wash basin.</p>
<p>How you do it</p>	<p>Always inspect toilet area (including toilet seats) before used, and during the day to make sure visibly clean. If needed, help children use the toilet and wash their hands afterwards. Wash your hands after helping the children use the toilet.</p>