



Nappy Changing and Incontinence Policy

Version Control

Version	Nature of Update	Author	Date
1.0	Original Issue	Penelope White	13/06/2021
1.1	Reviewed and amended – reference made in final point about specific tick box on admission form	Penelope White	01/09/2023

Principles

We aim to support children’s personal care needs and personal welfare on a daily basis in line with their individual requirements. All children are welcome at our setting regardless of whether they are continent or not, and we will endeavour to make

reasonable adjustments should we need to accommodate them. Most parents are encouraged to have started toilet training before the child starts at Kindergarten.

All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Children will have their nappies changed according to their individual needs and information will be shared between parents and teacher about nappy changing and toilet training.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties during nappy changing or an incontinence incident.

Nappy Changing Policy and Procedures

These procedures are to ensure the safety of both the children in our care and the Kindergarten staff.

- A child's nappy should be checked on arrival at the Kindergarten. If necessary, it should be changed immediately.
- All children should be changed as and when needed, but at least 2 times daily; morning and afternoon. The child should be changed either by the Kindergarten Teacher or the Kindergarten Assistant and NEVER by anyone who has not provided a satisfactory DBS.
- A child should be changed immediately if they soil their nappy or it becomes wet. .
- A changing mat and two small benches have been provided for nappy changing. Nappy changing occurs in the bathroom and on a one-one basis for the privacy of the child.
- When changing a nappy, staff members must wear disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- Please wash hands after every nappy change.
- Should a member of staff have any concerns about a child they should follow the child protection procedures.

- The changing mat must be disinfected with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe it dry with a paper towel before changing the next child.
- In most cases the children at the Kindergarten are older (minimum 3 years) so are changed standing up, encouraging the child's involvement as much as possible.
- All nappies and wipes must be put into nappy sacks and disposed of in the bin provided. At the end of the day, or if the bin becomes full, the nappy bags need to be taken outside and placed in the big bins.

Incontinence Policy and Procedures

We are aware that on occasion a child who is continent may have a wetting or soiling incident and our aim is to support them with this by following these procedures:

- To help the children to become aware of their bodily needs there are regular toileting times for all the children, and those who wish to go to the toilet outside of those times are always allowed to go. This, however, does not always meet the needs of all the children who may not always recognise their bodily needs and respond to them in time.
- The school undertakes to attempt to support any training programme requested by a child's GP.
- Each child is expected to have a complete set of spare clothes hanging in a bag on their peg.
- If a child soils themselves in Kindergarten time, they can be washed down as efficiently as possible in the bathroom. To do this written permission must be given by the parents. If permission is not given by the parent/guardian/carers, we will have to contact them to ask for their assistance.
- The member of staff washing the child will wear a protective apron and protective gloves. Soiled clothing will be wrapped in a nappy sack or plastic bag that can be tied shut and then given to the parents to take home.
- Only the Kindergarten Teacher or the Kindergarten Assistant will be designated to wash the child. The child will NEVER be changed or washed down by anyone who has not provided a satisfactory DBS. The member of staff will always try to be as discreet as possible for all concerned.
- If the child has an agreed toileting plan, then the incontinence incident will be recorded on their Kindergarten record and witnessed by a second member of staff.
- This second staff member will be aware that the child is being cleaned by a colleague and will make themselves available for help if necessary.
- Our intention is that the child will never be left in soiled clothing but will be cleaned as soon as the member of staff responsible for them is aware of the situation. The member of staff responsible will check the child regularly and to ensure that they are clean before leaving to go home.
- It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for their endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in their efforts to gain these skills.
- We have a specific question on our Admission Form where parent/carers give specific permission for children to be washed down /changed should an accident occur.