



Preschool and Daycare

<http://www.buildingblockspreschool.co.uk>

'Where Play is a learning experience'



Nappy changing routine and toilet training policy

The nursery will ensure that when children are changed both their physical and emotional needs are met. Children will be changed regularly and promptly and their changes documented accordingly. Nappies will be changed by all members of the Building Blocks Preschool team, all of which are DBS cleared and First-aid trained..

During the settling in process, the child's key person will discuss with the child's parents/carers the child's home care and changing routine. Any specific requests will be noted and followed. The nursery's provision of resources for changing and the items which parents/carers are requested to provide will be detailed at this time. (Parents are asked to supply nappies or they can be supplied by the nursery and then invoiced additionally. Parents are requested to bring in individual named pots/tubes of barrier cream).

Changing will occur only in the designated changing areas, which meet health, hygiene and safety standards. The area respects the child's right to privacy yet is also easily supervised and accessible.

During potty/toilet training, nursery staff will encourage independence and support the child with positive reinforcement. Toilet training will be supported following discussions between a child's key person and their parent/carer. (There is a separate policy for Toilet Training)

The changing procedure:

Prepare the area, checking that the changing area is clean and put on a plastic apron and gloves.

Lift the child onto the changing mat or if child is unsure of heights, child will be changed on the mat on the floor.

Remove the child's nappy or soiled underwear. Wash and dry the child with wipes/warm water and cotton wool. Always wipe the genital area from front to back. Apply any barrier cream if necessary. Never leave a child unaccompanied on a changing mat. If the child is toilet training offer them the choice of a potty or toilet. If they would like to use this, lift or support the child off the changing mat/unit and support and encourage them in their use of the potty/toilet. Put a clean nappy/underwear on the child and refasten their clothing. If clothes are soiled

change and double bag in nappy sacks. Lift or support the child off the changing mat/unit if they have not used the toilet/potty.

Promote good hygiene. Dispose of the used nappy in the provided bin or for reusable nappies and soiled clothing double bag in nappy sacks.

Return all clothing, nappies and resources to appropriate locations. Clean the changing area with provided cleaning materials and potty if used. Wash hands with warm water and soap. Dry with a paper towel. Wash the child's hands or support the child to do so independently.

Monitoring, documenting, communicating marks, rashes or unusual bowel movements that have been witnessed by staff will be reported accordingly. All changes are recorded.

Document the time of the nappy change and whether the child's nappy was wet, soiled or dry on the nappy change records and on the child's individual daily sheet. For children in pants or pull-ups record toileting times. At the end of the session feed these back to the parent/carer.

There should be interaction throughout the changing process e.g. through gestures, conversation and songs. The implementation of this procedure will be monitored by all team members and in particular supervisory staff. All team members have a duty of care to report any witnessed or suspected breaches of policy and procedure.

Potty/Toilet Training Procedure

Potty/Toilet training is a very important milestone for each and every child. The child requires reassurance and guidance at every step to make sure that they are fully supported and encouraged during this stage of their development. It is equally important that we ensure effective partnership and communication with parents in order to give the child continuity between their home and nursery.

The following procedure will be followed:

Senior staff must ensure that ALL staff in the team are fully aware of the child's stage of potty/toilet training.

Parents' wishes must be taken into account and this must be communicated to the team.

ALL children at the potty/toilet training stage must be accompanied to the bathroom and supervised and supported whilst in there.

Reassurance and praise should be given at every step.

Potties require immediate emptying and cleaned with an anti-bacterial spray ready for the next child to access.

Children should then be advised and supported to wash their hands with soap and

water and dried thoroughly. All visits to the potty will be recorded and during handover parents will be informed of their child's progress on that day.

If any child is struggling with standard potty training techniques, then this will be discussed with the senior team and between staff and the child's parents.