



09 Early years practice procedures

09.9 Intimate care and nappy changing

Young children, intimate care and toileting

- Nappies, wipes and any nappy cream are to be supplied from home.
- Young children are usually changed within sight or hearing of other staff whilst maintaining the dignity and privacy of the child at all times
- Wherever possible, key persons undertake changing young children in their key groups as provides an opportunity to build on the secure relationship between key person and child.
- Members of staff put on aprons before changing starts and the area is prepared, gloves are always worn for soiled nappies.
- All members of staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Young children from two years may be put into 'pull ups' as soon as they are comfortable with this and if parents agree. However, nappies are preferred to reduce the time a child spends in the bathroom and away from playing.
- Changing areas are warm, appropriately sited and there are safe areas to lay young children if they need to have their bottoms cleaned. There are mobiles or other objects of interest to take the child's attention.
- If children refuse to lie down for nappy change, they can be changed whilst standing up, providing it is still possible to clean them effectively.
- Each young child has his/her own bag to hand with their nappies/pull ups and changing wipes.
- Key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They are encouraged to wash their hands and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap.



- Key persons are gentle when changing and avoid pulling faces and making negative comment about the nappy contents.
- Wipes supplied by the parent are used to clean the child and we will advise when more are required. Preschool do have a small stock available for emergencies. Where cultural practices involve children being washed and dried with towels, staff aim to make reasonable adjustments to achieve the desired results in consultation with the child's parents. Where this is not possible it is explained to parents the reasons why. The use of wipes achieves the same outcome whilst reducing the risk of cross infection from items such as towels that are not 'single use' or disposable.
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies.
- Sometimes a young child may have a sore bottom. This may have happened at home as a result of poor care; or they may have eaten something that, when passed, created some soreness. The young child may also be allergic to a product being used. This must be noted and discussed with the parent and a plan devised and agreed to help heal the soreness. This may include use of nappy cream. If a medicated nappy cream is used, this must be recorded as per procedure 04.02 Administration of medicine.
- Older children use the toilet when needed and are encouraged to be independent.
- Members of staffs do not wipe older children's bottoms unless there is a need, or unless the child has asked.
- Key persons are responsible for changing nappies where possible. If another member of staff is required to change a nappy then they are briefed on all requirements so that all of the child's needs are continued to be met.
- Parents are encouraged to provide enough changes of clothes for 'accidents when children are potty training.
- Preschool does have a small selection of donated spare clothes which are kept clean, in good condition and are in a range of appropriate sizes. If your child requires any of our clothes then we ask that they are washed and dried before being returned.
- If young children are left in wet or soiled nappies/pull-ups in the setting, this may constitute neglect and will be a disciplinary matter.



Nappy Changing Records

We do not record nappy changes each session however nappies are changed regularly and immediately after a soiled nappy. Staff will inform parent(s) at collection of any concerns following a nappy change, such as:

- If the child is showing signs of being constipated, such as straining, spending a long time trying to go, only producing a small hard stool.
- A change in colour to their usual stool. This is usually related to food but it is still important to note, especially if the stool is black, green or very white as this can indicate a problem and the child should be taken to the doctor.
- Very soft, watery stools are signs of diarrhoea; strict hygiene needs to be carried out in cleaning the changing area to prevent spread of infection. The parent should be called to inform them, and that if any further symptoms occur they may be required to collect their child.

Nappy changing is always done in an appropriate/designated area. Children are not changed in play areas or next to snack tables. If there are limitations for nappy change areas due to the lay-out of the room or space available this is discussed with the setting manager's line manager so that an appropriate site can be agreed that maintains the dignity of the child and good hygiene practice.