



Nappy/Pad Changing Policy and Procedure

Our aim is to create an environment that meets the needs of the child providing a safe and secure environment working in partnership with parents and carers.

The Disability Discrimination Act 2006

The Act places a duty on the public sector to promote equality of opportunity for disabled people and to eliminate discrimination.

Not all children who attend pre-school/school with incontinence may have a disability; but as a school we are committed to meeting the individual needs of all children in a holistic approach working in partnership with parents and carers for the child's best outcomes.

Every Child Matters recognises that "being healthy is not simply about having nutritious food it also includes a clean and safe environment, appropriate clothes."

The role of the parent /carer

- Agree to send the child in a clean nappy/pad.
- Provide the setting with spare nappies/pads and clean clothes.
- Understand and agree to the procedures in place for changing their child.
- To inform the staff of any marks /rash that the child may have.
- To work with staff with toilet training at an agreed date which is in the best interest of the child's development.

The Pre-school/School will

- Where ever possible ensure the Key person changes the child.
- Change the child during a single session should the child soil themselves or be uncomfortably wet.
- Monitor the times when the child is changed and keep a log of it noting the date, time, skin condition and why the child needed changing.
- Report to the parents if the child's nappy/pad has been changed and any marks or soreness that was recorded.
- Report to the parents if the child is distressed during changing.
- To work with the parents with toilet training at an agreed date, which is in the best interest of the child's development.

Procedure for changing a nappy/pad

- The Key person will change the child's nappy/pad where ever possible.
- Nappies/pads will only be changed in the changing area on the changing mat.
- A paper towel will be placed on top of the changing mat.
- The soiled nappy/pad will be removed, placed in a bag. The skin will be wiped with wipes provided by the pre-school/school unless otherwise stated by the parent that they do not want these used.
- The nappy/pad that the parent has supplied will be placed on the child.
- The soiled nappy/pad should be placed in the nappy/pad bin.
- The paper towel covering the changing mat should also be put in the nappy/pad bin.
- The changing mat should be thoroughly wiped down with an anti bacterial spray.
- The nappy/pad change should be written up in the log.

Child protection

- A normal nappy/pad change should not raise any child protection issues
- The member of staff should inform the rest of the staff team what they are doing.
- Staff can only change children if they have a valid D.B.S. check
- Students cannot change children.
- Parents can only change their own children in the pre-school/school.

If a child becomes particularly distressed during nappy/pad changing then the staff member may need to re-evaluate how important it is to change the child taking into account how long it is until the child is due to be collected, how soiled the child is and the whereabouts of the parents.

In the interests of Health and Safety and the prevention of cross contamination new disposable gloves and an apron **must** be worn and disposed of each time an individual child is changed.

On no account can a child be left on the changing mat on their own. Parents/carers who are using our facilities may need to be reminded of this.

November 2016

This policy is subject to annual review.

