



# Wattisham Airfield

## Childcare Centre

### Toileting and Nappy

#### Changing

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We make necessary adjustments to our bathroom provision and hygiene practice to accommodate children as they toilet/potty train.

#### **Toilet/Potty Training**

Potty training must be relaxed, and children made to feel at ease. Initially children should be encouraged to sit on a potty just for the experience, but it is unlikely that they will actually use it. Children are NEVER forced to sit on a potty.

We see toilet training as a self-care skill that children can learn with the full support and non-judgemental concern of adults and support of their Key Person.

The length of time it takes for children to be potty-trained can vary from child to child. It is inevitable that children will have accidents in the first few months, as they can forget to ask to go to the toilet, leave it until the last minute, or even get too involved in the activity and do not wish to leave it to go to the toilet.

#### **Toilet/Potty training procedures**

- Staff do not appear anxious when potty training as an adult's anxieties about potty training can be transferred to a child.
- Staff continually check children who are being trained to ensure that they are dry.

- Staff never reprimanded children if they wet or soil themselves.
- Children who have wet or soiled themselves are changed immediately.
- The recommended number of children taken to the bathroom when toilet training is based on number of toilets in the bathroom, plus two extra children.
- It is not good practice to take more children than you are able to supervise effectively. We only take up to 5 children as we have 3 toilets.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies, potty training and toilet training.
- 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 will be encouraged to wash their hands and have antibacterial soap and paper towels to hand. They will be allowed time for some play as they explore the water and the soap.
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Key persons do not make inappropriate comments about children's genitals or use of slang when changing their nappies
- Older children access the toilet when they have the need to and are encouraged to be independent.
- If children are left in wet or soiled underwear/'pull ups' in the setting this may constitute neglect and will be a disciplinary matter.

### **Nappy changing procedure**

Children's nappies must be checked at regular intervals and changed as and when required or, as a minimum every 3 hours. All changes must be accurately recorded at all times. If a child is asleep and more than three hours have elapsed the child must be changed once the child has fully awoken. This should be indicated on the daily record sheet that the child was asleep.

Staff should ensure that they have everything within easy reach prior to placing the child on the changing mat, in addition:

- Staff must never leave the changing unit until the child is safely off the unit.

- Children must never be allowed to stand up on the changing unit.
- Staff must remain at the changing unit to ensure that they do not roll over or off the mat.

### **Preparation (before changing)**

- Put on a white protective apron and polythene or vinyl gloves on both hands.
- Spray and wipe the changing mat with anti bac.
- Collect together the child's Nappy, wipes, and creams if provided by the parents and place next to the changing mat. Spare clothes may be required and therefore a decision should be made whether to take these into the area for some children.
- If using dry wipe, place a small bowl of clean water near to the changing mat to enable the child to be washed.
- Antiseptic barrier cream suitable for nappy rash should be supported with permission from the parent on a medication form.
- Ensure the clinical waste bin is close to the changing unit.

### **Changing nappies**

It is preferable that the Key Person (buddy in absence of the key person) is responsible for changing their key children.

The Key Person should use this time to talk to the child and engage eye contact with the child.

The following procedures should be implemented by all staff whenever a child or babies' nappy is changed:

- Carefully lift the child or baby and lay them on the changing mat
- Always keep one hand on the child or baby to ensure they do not roll over
- Remove the clothing from the child's or babies lower body.
- Undo the nappy fastenings, raise the child's bottom gently lifting their legs and remove the old nappy.
- Fold the old nappy over and stick the tapes down to keep the folds in place
- Dispose of the nappy in the clinical waste bin

- Clean the child or baby using dry wipes and water from the small bowl of water or baby lotion or alternatively baby wipes if provided by the parent. Children should be wiped front to back to avoid infection.
- Raise the child's bottom by gently lifting the child's legs and place clean nappy underneath the child's bottom.
- If any area appears to be sore a thin layer of the child's individual barrier cream may be used. If the parent has provided an antiseptic cream, this must be supported by the medication form.
- After applying any necessary cream the clean nappy should be fixed securely.
- The child should be dressed using the clothing removed previously unless unclean or spare clothing is required.
- Carefully lift the child from the changing mat area, wiping their hands with a baby wipe or washing them with soap and water and return the child to the group room.
- Children in pull ups are encouraged to sit on either the potty or toilet when changing.

**Conclusion (after changing)**

- Remove gloves and apron to wash hands thoroughly with soap and water. New gloves should be applied for every nappy change.
- Record, making any notes about the change. If a child had become sore in between changes a note should be made and the child should be checked in between changes to see if further barrier applications are required.
- Wipe down the changing mat thoroughly using sanitizer and a paper towel.
- Replenish any supplies which may run low for the next changing session. In particular, paper towels, gloves and aprons.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/ owner)

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**Review dates:**

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_