



Heathfield
Early Years Centre

Changing Procedures



Revised: April 2024

Review: April 2027

Nappy Changing & Toileting Procedure

Principles

UNCRC

Article 19 : You have the right to be kept safe from harm.

Article 24 : I have the right to the possible health

Health and Social Care Standards

1.4 If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected

Wellbeing Indicator (SHANARRI)

Safe – I am cared for in a safe manner

Respected – my individual needs, preferences and dignity are maintained at all times

SSC Codes of practice

1.5 Respect and maintain the dignity and privacy of individuals

Aim of Procedure

All children attending Heathfield EYC have the right to privacy and dignity. This procedure aims to ensure that children are treated with dignity in a calm, private environment when they may require personal care provided.

Procedures:

- Staff should establish if child is toilet trained or has any difficulties when toileting when the child starts.
- Staff should agree personal care plan with parents/carers to ensure that child's needs are met.
- When providing personal care a child may require reassurance and comfort. Staff should ensure experience is calm and relaxed with lots of opportunity to build social interaction and communication. Ensure you talk to the child about what is happening (sing a song, a nursery rhyme etc)
- Staff and parents should agree strategies/plan to be followed at home and nursery when they agree that child is ready to be toilet trained.
- Students/work experience pupils are not allowed to carry out personal care for a child who is wet/soiled, but can take a child to the toilet.
- Where a child may have become wet or soiled the staff member should discreetly speak with the child to

KEEP CHANGING AREA NEAT, TIDY AND CLEAN.

Seek Janitorial or Cleaning assistance to clean floors or surfaces if necessary

Child Wet

Inform another staff member that you are changing a child.

1. Inform the child that they need a change, ask permission to help them and reassure the child throughout
2. Put on protective gloves & apron
3. Ask the child to bring their own rucksack if they can (support if required)
4. Encourage child to remove own wet clothing. Give assistance if required
5. Put wet clothing in plastic bag and tie, for washing at home. Child to clean themselves and put on dry clothes independently. Give support if required.
6. Support and assist child to clean themselves and put on dry clothes independently. Give support if required
7. Ensure child washes and dries hands thoroughly.

8. Staff member will store wet clothes in the bag within the changing box until returned to the child when going home.
9. Dispose of gloves & apron in nappy bin and wash hands with soap and water.
- 10.

Child Soiled

Inform another staff member that you are changing a child.

1. Inform the child that they need a change, ask permission to help them and reassure the child throughout
2. Put on protective gloves & apron
3. Ask child to bring their rucksack (support if required)
4. Support child to remove soiled clothing
5. If possible, flush any solid matter in toilet
6. Place soiled clothing in plastic bag (DOUBLE BAG) and tie, to be taken home for washing
7. Support and assist child to clean self with wipes. Give support if required. Ensure child is clean.
8. Encourage child to put on clean clothes independently. Support if required.
9. Ensure child washes and dries hands thoroughly.
10. Staff member will store soiled bag in changing box until the child is going home.
11. Dispose of gloves & apron in nappy bin and wash hands with soap and water.

Changing a child from messy play

1. Inform the child that they need changed, ask permission to help them and reassure the child throughout.
2. Put on protective gloves and apron
3. Ask child to remove their rucksack (support if required)
4. Support and assist child to remove wet or muddy clothing.
5. Support and assist the child to dress themselves into clean clothing.
6. Ensure the child washes and dries their hands thoroughly.
7. Staff member will store wet or muddy clothing in a bag within the changing bow in the changing area until the child is going home.
8. Dispose of gloves & apron in nappy bin and wash hands with soap and water.

After Changing

1. New gloves and apron
2. Collect cleaning spray and identified cleaning equipment e.g. blue roll and safe zone
3. Clean all contact surfaces
4. Remove PPE and bin in nappy bin
5. Wash hands with soap and water.
6. Record details of the change in the record book and label the bag of clothes with the time, date, child's name and wet or soiled
7. Leave bag of clothes in the changing room in the identified area until the end of the day or pick up time
8. Place the bag of clothing in the child's own rucksack at pick up time or hand it directly to the adult in a bag if no rucksack.
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Professional Reading: Nappy changing procedure from the Care Inspectorate (2018)

<https://www.careinspectorate.com/images/documents/4404/Nappy%20changing%20guide%20for%20early%20years%20and%20childcare%20services.pdf>

