**Toileting/Changing procedure**

This procedure has been developed based on current guidance from:

Care inspectorate – Nappy changing facilities for early learning and childcare services: information to support improvement, June 2018.

Health Protection Scotland Infection Prevention and Control in Childcare Settings May 2018

Health and Social Care Standards My support, my life, Care Inspectorate, 2017 in relation to the principles and statements 1.0, 1.4, 4.11 and 5.4.

To ensure all children receive high standards of care, respect dignity and appropriate hygiene measures the following procedure will be followed:

**Safe nappy changing:**

* The staff member who is undertaking personal care for that week, on the rota, will be mainly responsible for toileting and nappy changing. However, there will be times that any member of staff could be required to carry it out.
* There are photos of the children who regularly require help with personal care in the changing room on the wall.
* We have a designated changing room with a changing table, located in the main nursery room that has a waterproof mat and built in steps, which is appropriate for the age range of children in the setting.
* The staff member will decide on an individual basis whether they use the table or change the child standing up.
* Staff member to administer PPE – single-use apron and disposable gloves on both hands.
* Staff member should take the child’s own bag, to the changing room, which should contain spare nappies, wipes, barrier cream (if necessary) and change of clothes. If child has a sore bottom and does not have any cream then they should inform the carer.
* We will provide nappy sacks for soiled nappy and wipes, which are then disposed of in the labelled nappy bin.
* Staff member should get all necessary equipment ready on the changing table so it is accessible, e.g clean nappy, wipes, cream and nappy bag.
* Never leave a child unattended on the changing table.
* Remove soiled nappy and gently clean around the child’s bottom using their supplied wipes, if the child has any nappy rash inform carers at the end of the day.
* Supplied wipes and cream should be individually labelled with the child’s name.
* Place the soiled nappy and wipes in the nappy bag and the disposable gloves, and tie in a knot. Double bag soiled clothing.
* If child needs any cream applied, then put on clean gloves and apply, however only use cream that has been supplied by the carer.
* Clean the changing mat and table with anti-bacterial wipes, wash hands and get child to wash hands at the sink in the changing room.
* Write in the changing book when child was changed, whether it was wet or bowel movement, whether cream was applied, and then the staff should initial it.
* **Safe Potty use:**
* Child should have access to a clean potty.
* Staff member should put on PPE and pour contents of the potty into the toilet and flush.
* Clean the potty in the sink located in the cleaner’s cupboard, in the children’s bathroom
* Use general-purpose detergent and paper towels to clean and dry; do not stack potties on top of each other.

**Safe toilet use:**

* Make sure that toilet areas are clean, especially the seats, throughout the day
* Where necessary staff will help children at toilet and will always remind the child to wash hands.
* If a child has an accident, the staff member will wear PPE whilst changing the child and put soiled clothes in a bag to go home with them.