

## Personal Care policy

This procedure has been developed based on current guidance from:

Care Inspectorate – Nappy changing for Early Learning and Childcare Settings July 2023 (updated February 2024)

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 members who are undertaking personal care for the week, 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 clearly displayed 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.
- 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. Supplied wipes and cream should be individually labelled with the child's name.
- 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.
- 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, gently clean around the child's bottom using their supplied wipes, or if the child does not have any then use the nursery's supply of unperfumed wipes.
- Place the soiled nappy and wipes in the nappy bag, tie in a knot and put in the lidded, named, nappy bin.
- Check for any nappy rash. If a child needs any cream applied, dispose of gloves and put on clean gloves before applying, however only use cream that has been supplied by the carer.
- If the child has a nappy rash and does not have any cream then staff should inform the carer either by phone call or at home time.
- Remove and dispose of gloves
- Put on a clean nappy and help child to get dressed.
- Clean the changing mat and table with anti-bacterial wipes, which are stored where only staff can access.
- Wash hands and get child to wash their hands at the sink in the changing room.
- Take off apron and dispose of in the bin
- 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.
- Remove residue with toilet roll and flush down the toilet.
- 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 clean 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 double bag soiled clothing and place in child's bag within the cloakroom.