



## Intimate Care Policy and Procedures

(Incorporating nappy changing, toilet training and handling bodily fluids)

Document Review:	SLT
Responsibility for Policy:	C&L Committee
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For the purpose of this policy Guildford Nursery School and Family Centre will be referred to as GNSFC.

### Aim

At GNSFC no child is ever excluded from participating in GNSFC who may be wearing nappies or equivalent. We work with families towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

For children wearing nappies we provide nappy changing facilities and exercise good hygiene practice in order to accommodate children who are not yet toilet trained. Key persons undertake changing the children in their key groups wherever possible; other familiar staff may also change children. Short term supply staff or anyone unfamiliar to the child will not change them. New staff build a relationship with their key children before changing them.

GNSFC is committed to supporting the toilet training of children when they individually show an indication of their readiness. It is done in partnership with parents so that the expectations are the same for home and school. Toilet training should be a relaxed and positive experience. It is an essential self-care skill that children develop with the full support and non-judgemental concern of adults.

### Key Priorities

- Toilet training will only be considered when **the child** is ready.
- When training a 'no nappy' policy will be adopted, with the exception of sleep time. This policy is to be maintained at weekends and travelling to and from nursery. The key person should explain this to the parents at the outset. The nursery staff will give support and advice to parents to maintain the 'no nappy' policy in order to be successful and avoid confusing the child.
- A positive, patient attitude towards the child will be maintained at all times. Success will be verbally praised and accidents will be made light of.
- If training is unsuccessful the key person may agree with families to take a break then try again. This is not a failure.
- GNSFC discourages the use of pull-ups as children do not feel when they are wet and they are essentially the same as a nappy.
- All wet/soiled clothes will be bagged and labelled ready to take home, with a toileting slip at the end of the session to alert them.
- Above all the needs of **the child** are paramount.

- Children are not permitted to go to the toilet anywhere except a toilet or potty and we ask that families encourage the use of appropriate facilities when at home or out and about.

## **Procedures**

### **Nappy changing:**

- Changing areas are warm with safe areas to lay children.
- Each child may have their own basket with their nappies and changing wipes or bring a bag from home that the child can collect from their peg.
- Families are responsible for ensuring that their child has fresh supply of nappies every day.
- Gloves and aprons are put on by staff before changing starts and the areas are prepared by wiping mats after every change.
- Key persons ensure that nappy changing is relaxed and a time to promote independence in young children. Nappy changing is not 'done to' children, it is a collaborative experience with the child being encouraged to climb onto the mat and attempt to remove clothing. The person changing will chat to the child, explain what is happening or maybe sing some songs. Older children are encouraged to stand to be changed.
- Children are encouraged to take an interest in using the potty or toilet; they may just want to sit on it and chat.
- Children are supported to wash their hands with soap and paper towels after being changed.
- Key persons are gentle and calm when changing; they avoid pulling faces and making negative comments about 'nappy contents' or make inappropriate comments about children's genitals when changing their nappies.
- Nappies are bagged and put in the yellow clinical waste bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged and labelled for the parent to take home.
- We have a duty of care towards children's personal needs. If children are left in wet or soiled nappies in the setting this may constitute neglect and will be a disciplinary matter. Likewise children are expected to start the nursery day in a clean and dry nappy.
- Changing areas are away from the main nursery areas but doors are left ajar or can be visible over so no adult is completely out of sight when changing a child.
- Volunteers are not permitted to be involved in intimate care.
- Parents may provide cream to treat any soreness around the bottom. It must be labelled with the child's name and the attached form (Appendix 1) signed to say that they give permission for the cream to be applied.

### **Toilet Training:**

Toilet training will start when the child shows signs of readiness, for example, nappy often dry, asking for toilet, clearly showing a recognition of needing the toilet, then a discussion and agreement between key person and family will take place.

The key person and family will talk to the child to prepare them in a range of ways including: reading relevant stories, showing them the toilet, suggesting child sit on toilet at nappy change, use of toilet paper, how to flush the toilet, using step to reach toilet if necessary. All adults will use clear, consistent language (e.g. toilet and flushing the toilet rather than 'bathroom' or 'pulling the chain').

If the child responds well to this it will give a further indication of their readiness and a time period will be arranged when nappies will be removed (often over a school holiday period so less rushed and pressure to go out).

Families will be reminded of useful hints:

- Remind child to use toilet before going out and on arrival
- Use plastic sheets or old towels on beds, car seats etc.
- Always have a carrier bag for wet/soiled clothes
- Carry spare clothes and wipes/tissues

- Find out where the toilets are on route on any outing
- Carry disposable potty for emergencies/long journeys
- Allow more time for your journeys
- Be consistent so that the child will not be confused
- A supply of spare clothes at nursery will be needed **every day**: pants/knickers, trousers/joggers/shorts, socks, spare shoes if possible

Children will be encouraged to be independent so clothing needs to be easy to manage; no skinny jeans, dungarees, tights, popper vests, belts.

The child will be taken to the toilet frequently. This will be done sensitively, using natural breaks in the child's play, giving the child some warning, not forcing the child or expecting them to perform. A positive attitude will be maintained. Showers are available to use if the child requires it.

Above all the child's need will be considered so staff will be positive, consistent and patient. Once children are confident they will access the toilet when they have the need to and are encouraged to be independent and ask for help if necessary.

If parents use the changing facilities within the nursery, at the beginning or end of session, then staff must be aware and in sight. Where possible parents should use the facilities in the public area of nursery.

### **Handling of bodily fluids**

There will be times when staff will have to deal with body fluids. It is essential for staff safety and the safety of others that the following procedure is adhered to at all times.

- Remove the child from the situation to the toilet area.
- Contain the area to prevent others from accessing the area until it is cleaned up.
- Staff must wear gloves and a disposable apron.
- Soak up any fluids and clean up with paper towels.
- Scrub clean the affected areas and disinfect using anti-bacterial spray and/or Milton.
- All materials used (gloves, white roll, apron etc.) must be disposed of by sealing in a bag and placing in the yellow clinical waste bin or nappy bin.
- Once the clean-up is completed, hands must be washed thoroughly.
- Keep the area free from children until it has dried.

**Appendix 1**

Date	Child's name	Name of cream	Parent's signature