Intimate Care Policy

Review date: September 2020
Next review: September 2021

Policy Statement

No child is excluded from participating in our settings who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent whatever their age. We work with parents towards toilet training at the appropriate age, 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 in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Aims

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy / clothing
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination, and ensure inclusion for all

Basic principles

At Hirst Wood Nursery School we will bear in mind the following principles when nappy changing:

- Children have the right to feel safe & secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of toileting procedures so that they are led to independence

Vulnerability to abuse

We will ensure that all staff are familiar with our Safeguarding Children Policy and procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in reassuring and caring way by their key person or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy / clothing and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them. Staff should always inform another member of staff that they are going to change a child. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.

Working with parents/carers

We will work with parents when attending to nappy changing routines.

- Where parents are present they will be asked to change their own child's nappy / clothing
- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the nursery or school whether or not their child has any special words/actions/particular needs during their nappy or clothing changing procedure
- Any significant observations made during a nappy or clothing changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine / frequency of changes etc.)
- Parents and carers will be notified at the end of the day of any toileting accidents/changes

Achieving continence

At Hirst Wood Nursery School we will encourage all our children to achieve continence when they exhibit signs that they are ready. In addition, key persons ensure that nappy / clothing changing is relaxed and a time to promote independence in our children.

Protection for staff

As far as possible, nappy changing procedures will be carried out by a person known well to the child.

- Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy under Toilet and Nappy and clothing changing.
- Staff will inform other members of staff discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to a senior member of staff.
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately
- Risk Assessments will be carried out for Toileting and Nappy and clothing Changing procedures
- Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling
- Students will not be asked to change nappies or clothing.
- Agency staff will not be asked to change nappies or clothing unless employed on a long-term basis

Nappy / clothes changing procedure

We will follow the Nappy changing procedure below:

- We have asked parents to send a new, sealed bag of nappies for those children who need them
- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent). It is a good idea to have a named box or bag for each child containing these items and spare clothes in case of accidents.
- Wash and dry your hands.
- For the current Covid19 circumstances we must stress the importance of wearing a face mask, gloves and an apron for your own protection. Visors are also available. You should use a new set of PPE (Personal Protective Equipment) for each nappy / clothing change.
- Approach the child and say or sign that it's time to be changed. You may need to negotiate (e.g. "OK, I can see you're playing, but we need to change your nappy. We'll do it in 2 minutes"). You should never approach a child from behind, pick them up and take them for a nappy / clothing change. For children who require visual support, use the Widgit symbols so that they understand what is going to happen.
- Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
- Remove the child's clothing to access the nappy or any clothing that needs changing. Remove the nappy (or wet / soiled clothing) and place it inside the nappy sack (or in the case of clothing, place it in a plastic bag so that it can return home with children at the end of the session. The bag should be tied securely at the top to avoid risk of suffocation when it is placed on the child's peg. It is helpful if the bag is labelled with the child's name.)
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand. Write the child's name on a label and place on the bag for easy identification.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- Put on a clean nappy and apply cream if necessary (see above).Take off the mask, visor, gloves and apron and place them in a pedal operated bin.

- Dress the child or encourage them to dress as independently as possible, offer support and encouragement. Spray the clothes with Ozone
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels. Use this opportunity to discuss the importance of hygiene.
- Wash your hands using liquid soap, warm water and paper towels. Antiseptic hand gel is available.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands. Antiseptic hand gel and Ozone is available
- Any items that are heavily contaminated with bodily fluids and cannot be cleaned by washing should be double bagged then stored for 72 hours (in the laundry room) before being thrown away in the external bins