

## Portswood Primary School Nursery

### Protocol for changing nappies

#### Basic Principles as per our intimate care policy:

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

#### Guidelines:

1. Gather all items needed to change a nappy e.g. nappy, wipes etc.
2. Take the child calmly to the nappy changing area with another adult.
3. The child's named person is to change the nappy where possible and the other adult is to wait by the door in an unobtrusive way.
4. Wash your hands and dry your hands.
5. Put on gloves and apron. Note- A new pair of gloves and apron should be worn for each nappy change.
6. Place the child on the changing mat.
7. Remove the child's clothing to remove the nappy and place in nappy bag.
8. Wipe the children from front to back and replace nappy with clean nappy.
9. Used nappy and wipes to be discarded in nappy bin.
10. Take off the gloves and apron and dispose in nappy bin.
11. Help the child to dress themselves
12. Adult at the door to leave and go back into Nursery.
13. Child and adult to wash hands
14. The adult who changed the child to write date, time, type of change and name on the child's nappy changing record- to be stored in the nappy changing room- as per the confidentiality act.
15. Take the child back to the Nursery.
16. Parents/Carers to be notified of the change and time.

## Portswood Primary School Nursery

### Protocol for changing pull ups

#### Basic Principles as per our intimate care policy:

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

#### Guidelines:

1. Take the child's pull up bag to the toilet.
2. The child's named person where possible takes the child calmly to the toilet another adult is notified. The adult notified is to remain in sight and sound of the toilet area.
3. Wash hands and dry your hands.
4. Put on gloves. Note- A new pair of gloves should be worn for each pull up change.
5. The child **stands** and together the adult and child remove clothing to access the pull up.
6. Help the child remove the pull up and place the pull up in a nappy bag and then in the pull up bin.
7. If the pull up is soiled help the child to wipe from front to back with toilet paper. Toilet paper to be disposed in the toilet.
8. Child to be supported in putting on their own pull up.
9. Take off the gloves dispose in pull up bin.
10. Help the child to dress themselves
11. Child and adult to wash hands
12. The adult who changed the child to write date, time, type of change and name on the child's changing record- to be stored in the toilets in keyworker groups as per the confidentiality act.
13. Take the child back to the Nursery.
14. Parents/Carers to be notified of the change and time.

## Portswood Primary School Nursery

### Protocol for changing wet/soiled pants

#### Basic Principles as per our intimate care policy:

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

#### Guidelines:

1. Take the child's spare clothing bag to the toilet.
2. The child's named person where possible takes the child calmly to the toilet another adult is notified. The adult notified is to remain in sight and sound of the toilet area.
3. Wash hands and dry your hands.
4. Put on gloves. Note- A new pair of gloves should be worn for each change.
5. The child **stands** and together the adult and child remove clothing to access the wet/soiled pants.
6. Help the child remove their pants and place wet/soiled pants in a plastic bag.
7. If the child needs support to get clean help to wipe from front to back with toilet paper. Toilet paper to be disposed in the toilet.
8. Child to be supported in putting on their clean clothes - where needed.
9. Take off the gloves dispose in pull up bin.
10. Child and adult to wash hands
11. The adult who changed the child to write date, time, type of change and name on the child's changing record- to be stored in the toilets in keyworker groups as per the confidentiality act.
12. Take the child back to the Nursery.
13. The plastic bag with wet/soiled pants in label and hang on wet clothing pegs.
14. Parents/Carers to be notified of the change and time.
15. Discreetly hand parents the plastic bag containing wet/soiled pants and clothing.

## Master letter for wet/soiled pants/clothes

Dear Parents/Carers,



Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at \_\_\_\_\_ . Please wash and return nursery clothes/their own clothes.

Thank you

Dear Parents/Carers,



Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at \_\_\_\_\_ . Please wash and return nursery clothes/their own clothes.

Thank you

Dear Parents/Carers,



Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at \_\_\_\_\_ . Please wash and return nursery clothes/their own clothes.

Thank you

## Master letter for changing pull ups

Dear Parents/Carers,



Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at \_\_\_\_\_ . Please replace pull ups and/or spare clothes in their changing bag.

Thank you

Dear Parents/Carers,



Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at \_\_\_\_\_ . Please replace pull ups and/or spare clothes in their changing bag.

Thank you

Dear Parents/Carers,



Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at \_\_\_\_\_ . Please replace pull ups and/or spare clothes in their changing bag.

Thank you

## Master letter for changing nappies

Dear Parents/Carers,



Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at \_\_\_\_\_ . Please replace your child's nappies and/or spare clothes in their changing bag.

Thank you

Dear Parents/Carers,



Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at \_\_\_\_\_ . Please replace your child's nappies and/or spare clothes in their changing bag.

Thank you

Dear Parents/Carers,



Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at \_\_\_\_\_ . Please replace your child's nappies and/or spare clothes in their changing bag.

Thank you