



## Marshbrook First School Nappy Changing & Toileting Policy & Procedure

### 1. Purpose:

To provide all staff in the Early Years with a clear Code of Practice for changing nappies and assisting children with toileting.

### 2. Responsibility:

- The Nursery managers are responsible for ensuring all staff understand and follow this procedure
- It is the Parent/Carers responsibility to ensure each child comes into Nursery and where applicable Reception class in a clean dry nappy/pull-up. Please ensure they are wearing the correct size for your child
- Pull-ups are to be worn when children are actively toilet training only (meaning they urinate on the toilet most of the time). They are designed to hold an accident not continuous urination and will not keep your child's skin dry, this can cause soreness and possible leakage
- Nappies, wipes, nappy sacks and spare clothes (two lots of clothes if newly toilet trained) should be provided by the Parent/Carers to be used at Nursery/Reception Class. Even if your child is toilet trained/training we still ask for wipes and nappy sacks to be provided
- All staff are responsible for ensuring nappies are changed throughout the day. For children attending a 3-hour Nursery session, nappies will only be changed if they are soiled or wet. If a nappy is checked and found to be dry staff will change at the next nappy changing time unless soiled

### 3. Introduction:

Marshbrook First School recognises that there is a need for nappy changing to be safe, hygienic and a comfortable experience for both children and staff. We will endeavour to ensure we protect every child's privacy where possible, ensuring they are changed on



the nappy unit where possible where they are not in view of the other children or parents.

We see toilet training as a self-care skill that children need to develop; work is carried out with parent/carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at this time.

Nappy/toilet changing facilities are provided and exercise good hygiene practices to accommodate children who are not, yet toilet trained.

Children who are new to toilet training can use the toilet cubicle without a door; the toilet is also fitted with a handrail and a step for easy use and support.

To encourage a healthy self-esteem and a sense of identity practitioners should ensure that nappy changing is an enjoyable and relaxing time. It is also a good communication opportunity for both children and staff.

#### 4. Nappy Changing Procedure:

- Ensure that you have all your resources to hand i.e. nappy, wipes, nappy sacks, disposable apron & gloves, paper towels, anti-bacterial spray and spare clothes if needed.
- Approach this child and explain to them what you are going to do.
- Put on disposable gloves and an apron.
- Assist child onto changing mat and encourage them to lie down.
- Remove child's shoes and remove or lower child's clothing as required.
- Remove nappy and place in a nappy sack.
- Clean the nappy area thoroughly using wipes/cotton wool and water as per the individual child's requirements, placing the used wipes/cotton wool in the nappy sack.
- Apply cream if necessary or requested, prescribed only.
- Remove your gloves pulling them inside out as you take them off and place in the bin.



- Put on a clean nappy, ensuring a snug, not tight fit, and replace clothing and shoes.
- Tie the nappy sack up and dispose of in the nappy bin.
- Assist the child off the nappy changing mat and encourage them to wash their hands.
- Clean the nappy changing mat using a paper towel and anti-bacterial spray.
- Wash hands and record the nappy change on the daily sheet.

Note: If you must change any clothing as it is soiled, please double bag and put back into the child's Nursery bag. If clothing is heavily soiled this will be thrown away into the nappy bin allocated in nursery.

#### 5. Do not:

Leave the child unattended on the nappy changing mat if it is raised off the floor.

Leave the nappy changing area wearing the disposable apron and gloves.

Use the same gloves for multiple nappy changes.

#### 6. Intimate Care and Toileting Support in Reception

At Marshbrook First School, we recognise that some Reception children may still require support with toileting and intimate care. Staff will provide this support sensitively and respectfully. Children will be encouraged to develop independence wherever possible, while ensuring their comfort, dignity, and wellbeing remain the priority. Any assistance given will be carried out by a member of staff who has been appropriately trained and is familiar with safeguarding procedures. All instances of intimate care or toileting support will be recorded, and parents will be informed the same day to maintain transparency and ensure consistent communication between home and school.

