

# NAPPY CHANGING POLICY

## SOUTH OTTERINGTON CE PRIMARY SCHOOL

### 1. General Statement

Some children who attend School may not be toilet trained due to additional needs and/or not being developmentally ready to train and therefore may wear nappies.

### 2. Procedures

- If a child wears nappies to the School, staff are to discuss with the Parents the individual child's toileting requirements and a toileting plan developed based on the developmental needs of the child, staff ratios and length of School day.
- The toileting plan must ensure that Occupational Health and Safety requirements for staff are taken into account.
- It is recommended that nappy changing procedures are carried out in areas which balance priorities for privacy for the child and child protection issues.
- The nappy changing procedure is to be clearly displayed near the nappy changing area.
- The nappy changing area is to be clean, safe and hygienic.
- Nappy changing mat and disposable gloves to be provided.
- *Older children are to stand with their back to the adult, gripping a bar/sink.*
- Nappies, wipes and disposable bags will also be provided.
- Staff are to wash hands prior to and after changing a child.
- Disposable gloves must always be worn by a staff member when changing a nappy.
- Gloves are not to be worn during contact with taps, cupboards, rubbish bins and other surfaces.
- Wipes to be used and disposed of with the nappy in a disposable bag which is to be disposed of in a sanitary disposal bin.
- After changing the child, the nappy changing mat or bar must be sprayed with a disinfectant spray, wiped down with a paper towel which must be disposed of immediately by placing in a rubbish bin.
- A record of all nappy changes is kept on a daily basis for each child and the parent gets one copy documenting changes and the staff keep the other which is filed away in the classroom.

**Signed**.....**Date**.....  
**Review Date**.....

