

 Killorglin Community Childcare Centre CLG			HYGIENE, NAPPY CHANGING AND TOILETING POLICY		
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PREPARED BY:  Centre Manager	Date: 24/4/25
APPROVED BY:  Board of Directors	Date: 15/5/25

POLICY:

It is our Policy to provide a safe and clean environment to facilitate nappy changing. We have a nappy changing schedule which is documented for each child. However, nappies are changed as and when needed regularly throughout the day. Whatever cleaning items as required by the parent/guardian (cotton wool and water or wipes) to be used when cleaning a baby during nappy changing should be provided to the centre to facilitate nappy changing of their child.

PROCEDURE:

The staff members hands are washed with anti-bacterial soap before and after every nappy change.

For lifting children to the changing mat all staff will follow the manual handling techniques as appropriate. Staff must not lift a child that is beyond their ability, as to do so could injure the staff member and/or the child.

Staff should use all aids to ensure children can reach the changing area in a manner that avoids lifting the child when and where possible. This would include utilization of steps. Staff should assist older children to utilize the rising steps to access the changing mat. Great care should be taken to ensure that the child is fully supported at the higher level in this procedure.

The rising steps should always be returned to their inward position to avoid any potential for a trip hazard while the changing is ongoing (if appropriate) and always at the end of the nappy changing procedure.

The Changing Table is wiped down with anti-bacterial spray before and after each nappy is changed.

Disposable gloves and disposable aprons will be worn by the staff member to ensure no cross contamination. These disposable items should be disposed of with care and in the correct receptacle.

All dirty nappies are placed in a nappy sack before being disposed of in the nappy bin.

The nappy bin is emptied daily or more often if required.

Gloves and aprons are changed/disposed of after each nappy change/use.

Gloves and aprons should be disposed of in an appropriate manner and in the correct disposal unit.

All creams and nappies are clearly labeled with the child's name and stored carefully and out of reach of children.

NAPPY RASH

Procedure:

Baby wipes are not used on nappy rash and where necessary the appropriate creams or topical solutions are applied as per instructions of parents. Cases of nappy rash, soreness or irritation are closely monitored and recorded. If symptoms persist, we must advise parents to seek medical advice as medical treatment may be necessary.

If the door to the nappy changing area has no glass area for clear view of sight from outside, then the door should be left open to ensure a clear view of sight from outside this room area. The child's privacy and dignity should be protected at all times.

TOILETING AND TRAINING

Policy:

It is the policy of Scamps and Scholars to always promote a high standard of care when toileting children.

Procedure:

- Toddlers and young children need encouragement and help with self-care, wiping bottoms, flushing the toilet, washing hands, etc.
- Staff will emphasise the importance of good toileting practices to the child, including hand washing, etc.
- Anti-bacterial soap is provided. Hand towels are provided for hand drying.
- A cleaning schedule for the toilet area is completed hourly and is displayed to ensure that children's toilets are maintained at all times.
- Staff treat toileting accidents sensitively. Praise and recognition are used when the child is being toilet trained. Staff should be sensitive to accidents and should maintain a pleasant atmosphere while dealing with the child.
- Staff will **NOT** carry out toilet training but will support and assist parents throughout the process. It is advisable that parents should keep their child at home during the initial stage of toilet training.
- Toilet training is only started when WE along with the parents feel the child is both emotionally and physically ready.
- Child-sized toilets are provided in the centre.
- Every child is different; therefore, we do our best to tailor make a training routine to suit you and your child.
- If potties are being used, they are disinfected after each use.
- The privacy of the child is always respected.
- If any child displays an ability or has the ability to toilet themselves, they will be encouraged

and supported by staff to do so.

- If a child soils or wets themselves, it is the staff's responsibility to look after the child. Staff must use the disposable gloves and aprons provided when cleaning up any spillages and follow the relevant procedure/policy.
- We encourage parents/guardians to use only pull-up nappies when their child is actively toilet training.
- The child's clothes should be changed and rinsed out and placed in a plastic bag. Any faeces should be disposed of properly.
- The child should be dressed in their spare set of clothes.
- The child's privacy should be maintained in accordance with our child protection policies.
- Children should be reminded to keep the toilet areas clean and tidy at all times. Staff are expected to pick up loose toilet paper/hand towels that may be on the floor.
- Staff are responsible for ensuring the floor is mopped and dry if required.

GENERAL HYGIENE AND HAND WASHING

General Hygiene:

It is expected that all staff will maintain a minimum level of hygiene that suits their working environment.

This would include, but would not exclusively be, the following:

- Long hair should be tied up.
- Nails should be at an appropriate length.
- Staff should shower daily.
- Body odor should be managed by utilising an appropriate deodorant.
- Uniform or clothes worn for your working day should be clean and presentable.
- For staff, a level of self-awareness must be applied to their own personal hygiene.

Hand Washing:

All staff, volunteers and children should follow this procedure for hand washing at the following times:

Upon arrival for the day or when moving from one childcare group to another.

Before:

- Eating, handling food or feeding a child.
- Giving medication.
- Playing in water that is used by more than one person.
- Before nappy changing.

After:

- Nappy changing.
- Using the toilet or helping a child use the toilet.
- Handling bodily fluids (mucus, blood, vomit) from sneezing, wiping and blowing noses, from mouths or from sores.
- Handling uncooked food, especially raw meat and poultry.
- Handling pets and other animals.
- Playing in sand boxes.
- Cleaning or handling rubbish.

N.B. Washing hands after eating is especially important for children who eat with their hands, to decrease the amount of saliva (which may contain organisms) on their hands.

Hand washing is the most important way to reduce the spread of infection. Many studies have shown that unwashed or improperly washed hands are primary carriers of infections. It must be noted that wearing gloves does not fully protect against bacteria or H1N1 (Swine Flu).

Staff and children should follow the standard procedures for hand washing, which are located throughout the centre at sink points.