

## POLICY NO. 32 HYGIENE, NAPPY CHANGING & TOILETING POLICY

REV: 7 DATE: 25.07.2022

### **Nappy Changing Policy**

#### 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 provided by the parent /guardian (cotton wool and water or wipes) is used when cleaning a baby during nappy changing should be provided to the center to facilitate nappy changing of your child.

#### PROCEDURE

The career's 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 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 of 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 changed.

Gloves & apron 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 as required.

Gloves & 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 a 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 & training**

### POLICY

It is the policy of Scamps & Scholars Childcare to promote a high standard of care at all times when toileting children.

### PROCEDURE

- Toddlers and young children need encouragement and help with self-care, wiping bottoms, flushing toilet, washing hands etc...
- Staff will emphasise the importance of good toileting practices to the child – 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 & is displayed to ensure that children's toilets are maintained at all times.
- Staff treat toileting accidents sensitively Praise and recognition are used when children are 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 we will support & assist parents throughout this process.
- 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 child's privacy 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. Careers must use the disposable gloves and aprons provided, if cleaning up any spillages and follow the relevant policy.
- The child's clothes should be changed and rinsed out and placed in a plastic bag. Any feces should be dispose of properly
- The child should be redressed in their spare clothes
- The child's privacy should be maintained in accordance with our child protection policies.
- Children should be reminded to keep the toilet area 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 also responsible for ensuring the floor is mopped and dry if required.

## **General Hygiene & 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 the following but would not be exclusively be the following:

- Long hair should be tied up
- Nails should be at an appropriate length with no nail varnish
- 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 the following procedure for hand washing at the following times (as per the NCNA):

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 fluid (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 protect fully against bacteria or H1N1 (Swine Flu).

Please follow the standard procedure for hand washing for staff members and also for the children. These standard procedures are placed throughout the center at sink points.

APPROVAL DATE \_\_\_\_\_

IMPLEMENTATION DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

(On behalf of the Board of Directors)