

46a. Intimate Care Guidance for staff

Nappy Changing

All staff members at Montessori & Me must follow the subsequent precautions when taking part in Nappy Changing Routines with children.

- Only staff who have had an Enhanced DBS may take part in Nappy Changing
- The Nappy Changing Room door must be left open
- Staff Must wear a new disposable apron and use new gloves for each child they change
- Where possible, Key Persons should do their key children's nappy changes
- Ensure the nappy changing mat is clean by disinfecting the surface with Milton Antibacterial Spray
- Lay a fresh spread of Blue Tissue Role on the Nappy Changing Mat
- Make sure the child is happy and calm when nappy changing, use this time to communicate with the child, use displays and toys to engage with the child.
- Remove clothing as necessary
- Remove old nappy and use the child's own wipes to thoroughly clean the child (in the event a child is out of their own parent provided wipes, use nursery provided wipes or cotton balls and warm water only)
- Dispose of the nappy and used wipes/cotton wool immediately in the Sanitary bin provided
- Apply any creams as requested by the parent but only once written permission has been sought from them
- Apply a new nappy to the child and put the child's clothes back on
- Ensure you never leave a child unattended while on the changing unit
- Take the child off the changing unit
- Dispose of the Blue Tissue used in the bin
- Disinfect the changing mat using Milton Disinfectant Spray
- Record details of the child's nappy change on the log
- The Sanitary bin must be emptied into the main bins as and when needed or at least 3 times a day after every nappy change cycle.

Toileting Procedure

- Children must be accompanied by an adult when in the toilets, staff must be present outside the cubicles listening out for children while toileting. If the child needs assistance staff can stay within the cubicle to help the child
- Only staff with Enhanced DBS are allowed to partake in toileting
- Staff must encourage children to use the nursery provided wipes to clean themselves after toileting and where needed staff must use gloves to help clean the child
- Staff must encourage as much independence as possible for the child's individual needs & capability
- Staff must encourage the child to flush once finished or flush the toilet themselves once the child has finished
- Staff must disinfect the toilet seat once a child has finished, ensuring they wear disposable gloves
- Staff must encourage the child to thoroughly wash their hands using hand wash or help them wash their hands when needed
- Children must be encouraged/helped to dry their hands thoroughly before leaving.

Procedures for changing a child's clothes after a toileting accident

- Only staff with an Enhanced DBS can support children with intimate care
- One staff member to take the child to the toilet, where their toileting accident can be dealt with in private and with sympathy
- Another staff member must ensure they quickly clean up the area where the accident took place, using disposable gloves and Milton Disinfectant. Ensuring the rest of the children are kept away from the bodily fluid
- Help the child out of their clothes, use the nursery provided wipes to clean the child
- Staff must be wearing disposable gloves at all times
- Wash out a child's underwear if needed
- Put child's soiled clothes in a nappy bag
- Use the child's spare clothes to help them redress appropriately (if the child has no spare clothes, use the nursery spare clothes or call parents to bring spare clothes for their child)
- Once the area has been disinfected, dispose of the gloves and place the bag of the soiled clothes in the child's bag

This policy was adopted on 11/04/2018

Date for review: April 2019

Signed on behalf of the nursery: