

Monty's Daycare Nappy Changing and Toilet Training Policy and Procedure

At Monty's Daycare we care for children aged between 0-5 years we have children with a range of different needs.

Nappy changing

At Monty's Daycare we provide nappies, wipes and sudocreme for all children that need them. We use 'Pampers' nappies (or 'Nature baby care' for those who are irritant to the 'Pampers' make), cotton wool and water as well as hypo-allergenic wipes for nappy changes. The staff at Monty's view nappy changing times as important as other care routines of the children's day. Therefore nappy changes are carried out firstly by the child's Key Person, if they are absent then the 'buddy'. We believe this is a vital time to interact and bond with the children. The nappy changing procedure carries out each individual care needs of each child where appropriate. We ensure staff check children's nappies regularly and are changed immediately when needed.

Toilet Training

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. Toilet training will be encouraged and nursery staff will work with the child's parents/guardians to make this a successful transition for the child.

Procedure

Nappies need to be checked on arrival or immediately after breakfast. Then nappies need to be changed before morning snack, before or after lunch, after afternoon snack and after tea and at any other times necessary.

In the baby room the nappy changing area has a stable door. When changing a nappy or supervising a child using the toilet, the top part of the door must always be left open. In the toilet and nappy changing area for the 2-5 years section both of the doors should be attached to their hooks at all times. If any member of staff does not follow these rules disciplinary action will be taken.

When changing nappies you must follow the following procedure for every nappy change:

- Put on a disposable apron and pair of gloves.
- Take off dirty nappy and clean bottom thoroughly using disposable wipes.
- Dispose of dirty nappy in the allocated bin. (If nappy very soiled put on new pair of gloves before putting on new nappy)
- **If** cream is needed put on a new pair of gloves, and as stated on the Sudocreme container “apply a thin layer as required” and log it on nappy sheet.
- Nappy creams are only to be applied when a child is sore, nappy creams are not to be applied after every nappy change as stated on the directions of use “to be applied as required”.
- Put on new clean nappy, dispose of gloves & apron
- Fill in sheet after every nappy change/ toileting
- Wipe down nappy changing mat using anti-bac spray and a disposable paper towel.
- Thoroughly wash and dry hands.

At the end of each day the nappy charts need to be filed and the nappy area needs to be thoroughly cleaned and logged on the cleaning chart.

This policy was revised on the 1st September 2014 by Emma Taylor (Nursery Manager) and Kerry Allen (Deputy Manager) were present.

(Policy and Procedure to be revised during the month of June 2015).