



The Wye Nursery Policies and Procedures

Nappy Changing and Toileting Policy and Procedure

The Wye Nursery operates a strict nappy changing and toileting policy so that all children are always kept clean and hygienic.

Parents are asked to supply nappies, wet wipes and any other creams their child will require.

Nappy Changing Procedure:

- Get all nappies, wipes, creams and sacks ready before starting.
- Put on disposable apron and gloves.
- Collect child and ensure they are positioned safely on the changing mat.
- Remove nappy and dispose of into the nappy bin.
- Clean child using their own wipes and dispose of in nappy bin. Fragrance free wipes can be supplied by the nursery if there is a shortage of own wipes.
- Put clean nappy on after using any cream that is supplied or needed.
- Return child to the room before cleaning.
- Clean mat using anti-bacterial spray and disposable paper towels.
- Dispose of all paper towels, gloves and aprons.
- Wash hands thoroughly.
- Record into communication book.

When toilet training the nursery has the following guidelines:

- Staff will work alongside parents when toilet training.
- Staff will always be able to offer support and advice.
- Children are encouraged to use the toilet, but potties are available if preferred.
- Children will be shown how to use the facilities, and this includes washing hands and observing good hygiene practise.
- Accidents will be dealt with calmly, sympathetically and in a manner, which does not make the child feel they have done something wrong.
- Cubicle curtains will be pulled across to respect privacy when using the downstairs toilet. Children will be supervised by an adult and encouraged to be independent as much as possible.

To minimise the risk of infection we ensure that:

- All staff wear protective gloves and aprons provided.
- Soiled nappies, wipes etc are placed in nappy bags and disposed of into the outside nappy bin.
- All staff wash their hands thoroughly when finished with any toileting activity.
- Any soiled clothing is placed into a nappy bag first before being sent home.
- Changing mats are cleaned after with disposable paper towels and anti-bacterial spray after every use.
- Used gloves and aprons should also be disposed of in the outside nappy bin.
- Bodily fluids such as vomit or blood are cleaned up by using disposable paper towels and placed in a nappy bag in the outside nappy bin.