

Zetland Primary School

CHANGING CHILDREN POLICY

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing.

The Disability Discrimination Act (DDA 2001 amended 2005)

In line with the above named Act, Zetland Primary School will ensure:

- No child who has not achieved continence regardless of age will be refused admission;
- No child will be sent home unless they are ill or have to wait for their parents due to incontinence;
- Adjustments will be made for any child who has delayed incontinence.

AIMS

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children;
- To provide guidance and reassurance to staff who are required to change a child;
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account;
- To protect children from discrimination, and ensure inclusion for all.

Basic Principles

At Zetland Primary School we will bear in mind the following principles when changing children:

- Children have the right to feel safe & secure;
- Children will be respected and valued as individuals;
- Children have a right to privacy/dignity when staff are meeting their needs;
- A child's understanding of toileting procedures is designed to lead to independence.

Vulnerability to Abuse

We will ensure that all staff at Zetland Primary School are familiar with our Safeguarding Children policy and procedures to protect children from any form of abuse.

They will also be made aware that they are vulnerable to accusations of abuse whilst attending to the changing procedures and therefore should act in accordance with agreed procedures.

Working with Parents/carers

At Zetland Primary School we will work with parents when attending to changing routines.

- If a child has any disability or medical needs that may affect their personal care routine, an Individual Educational Plan (IEP) and Health Care Plan will be drawn up in agreement with parents/carers;
- Parents will be asked when their child first starts at Zetland Primary School whether or not their child has any special words/actions/particular needs during their changing procedure;
- Parents will be asked to send their child to school with a bag containing, as appropriate, nappies, pull ups or underwear, wipes, nappy sacks and a change of clothes, should their child need changing throughout the session.
- Any significant observations made during a changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/pull up/ strong urine etc.)

Achieving Continence

- At Zetland Primary School we will encourage all our children to achieve continence when they exhibit signs that they are ready.
- Advice will be sought from other health care professionals, with permission of parents, if it is thought to be of benefit to the child and their parents/carers in supporting achieving continence.

Protection for Staff

As far as possible, changing procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:

- Staff will implement the strategies outlined in Achieving Continence above;
- Staff will inform colleagues discreetly that they are taking the child to carry out a care procedure;
- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the Head Teacher and recorded;
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Head Teacher immediately;
- Risk Assessments will be carried out for Toileting and Changing procedures;

Students

- **Students at Zetland Primary school will not be permitted to change children or be left unsupervised.**

Changing Children Procedure

At Zetland Primary School we will follow the Changing Procedure below:

- Collect the child's bag should they have spare clothing, if not gather spare clothes from the main cupboard in the cloak room. These are labelled, boys and girls.
- Collect changing equipment from the large toilet. This contains: gloves, wet wipes, nappy bags and carrier bags.
- Wash and dry your hands.
- Put on gloves. **A new set of gloves should be used for each change.**
- Remove the child's clothing. Remove the soiled nappy/pull up and place it inside the nappy sack.
- If the child's clothes are soiled, they should be bagged separately and sent home. Staff should not rinse soiled clothes by hand.

- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a nappy bin located in the large toilet.
- Take off the gloves and place them in the nappy bin.
- Dress the child.
- Help the child to wash their hands using liquid soap, warm water and paper towels/hand drier.
- Wash your hands using liquid soap, warm water and paper towels/hand drier.
- Take the child back to the room.
- Using anti-bacterial spray, clean down the changing mat if used.
- Wash your hands using liquid soap, warm water and paper towels/hand drier.

Items required:

- Bin specifically for nappy disposal;
- Carrier bags/plastic bags
- Nappy changing mat
- Spare clothes
- Disposable gloves;
- Nappy sacks;
- Anti-bacterial spray;
- Liquid soap;

The following information has been taken from the Health Protection Agency Guidance on Infection Control in Schools and Early Years Settings (April 2010).

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

Laundry

Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/ pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in bins provided.

Date Policy Reviewed	Reviewed By	Position	Next Review
June 2018	M.Coupland	EYFS Lead	July 2020