

Personal Care

Policy Statement

Every step is taken to ensure that each child's personal care needs are met. This includes nappy changing, toileting, changing clothes; applying creams and providing any other personal care required to meet the welfare needs of each child. Practitioners will provide this care after consultation with the child's parent and will ensure that parent partnership and the needs of the child are considered at all times.

While providing personal care practitioners will at all times respect and maintain a child's dignity and unless absolutely necessary will not remove clothing. Where removing clothing is required the practitioner will encourage independence and will work according to the procedures detailed further on in this document.

Nappy Changing

All nappies are changed in the designated changing areas. Nappy changing is carried out throughout the day; children are changed on an average of 4 times a day but this can vary depending on the child. The children are always changed by a familiar adult and where possible it will be the child's key person. Practitioners use nappies, wet wipes/cotton wool and creams which are provided from home for nappy changing. Below is the nappy changing procedure used within the nursery:-

- New practitioners are not given the responsibility of changing nappies until the children are familiar/comfortable with them and they have been inducted to change nappies.
- Each age group has a list of individual requirements in regards to nappy changing.
- All children are changed within sight of other practitioners whilst maintaining the child's dignity and privacy.
- Each child has an assigned basket/box for their nappies/wipes/cream/etc.
- Practitioners never turn their back on the child or leave them unattended whilst on the changing mat.
- Apron and gloves must be worn at all times
- Practitioners maintain a running commentary/dialogue with the child whilst their nappy is being changed.
- Nappy waste and used gloves are disposed of in the designated nappy disposal units.
- Practitioners wash hands using designated hand washing sink after each nappy change.
- Children are encouraged to wash their hands and ensure that soap and paper towels are to hand.

- If when children arrive they require a nappy change, practitioners are happy to do this however please ensure you inform practitioners to prevent a delay in changing them. Alternatively; we are happy for parents to change their child themselves should they wish to.

Toilet training/Toileting

Children in the Buttercups Unit are able to access the toileting areas when they need too this can be either with or without help and support from a practitioner. Below is the toileting procedure for the rooms:-

- Children will be supervised when using the toileting area
- The toileting area is always clean and inviting
- Practitioners will encourage the children to use the toilet/potty
- If the child needs help with cleaning themselves then a practitioner will help them
- Practitioners will wear gloves and apron when helping a child with toileting
- Whilst helping the child the practitioner will maintain a running commentary/dialogue with them about what they are doing
- Practitioners will help the child to flush the toilet
- Practitioners will help the child to wash their hands
- Practitioners wash their own hands using designated hand washing sink

Changing Clothes

There are occasions when a child may need to change their clothes. This could be due to them getting messy through play or from mealtimes or just from them becoming wet or soiled.

When children need their clothing changed they are changed in the bathroom area and the children's modesty is always taken into consideration. Parents are asked to provide spare clothes for their child whilst they are at nursery. Below is the changing clothes procedure for the rooms:-

- Apron and gloves must be worn if changing wet/soiled clothing
- Collect child's own spare clothes
- Practitioners inform other practitioners that they are going to change a child
- Practitioners will change the child into their own clothes whilst maintaining a running commentary/dialogue with the child about what they are doing
- Rinse out clothing and put into carrier bag/nappy sack
- Place on child's peg ready to take home
- Practitioners will support or help the child with hand washing

- Practitioners wash their own hands using designated hand washing sink

If the child is capable or is of an older age then we encourage them to change themselves with adult help and support, as this helps to promote the child's independence. The nursery has a limited amount of spare clothes therefore we ask that parents provide enough spare clothes for their own child.

Applying Creams (excluding Suncream)

We will apply nappy creams such as Sudocrem, Metanium and Bepanthen provided these are detailed in the child's Personal Details Record. All other creams such as eczema creams should be prescribed and a Medical Consent form must be completed. All creams should be labelled clearly with child's name.

