



## SEVENOAKS PREPARATORY SCHOOL

### Staff procedures for changing nappies/toileting accidents

- Nappy changing should be a positive experience for the child.
- Nappies to be changed/toileting accidents should be dealt with by any EYFS member of staff
- Always tell another member of staff that you are taking a child to have their nappy changed or to deal with a toileting accident, and which child it is. (This is for safeguarding of the child and staff member as well as other children in the care of the Nursery). Always call for assistance if necessary, particularly if child is distressed.
- If you are concerned about a child's inappropriate language or behaviour or you find they have any unexplained marks or bruises, report your concerns the DSL and follow the procedures set out in the Safeguarding Policy.
- Nappy changing is to be done in the appropriate changing area.
- Disinfect changing mat before and after use, using the disinfectant surface wipes. Always wear disposable gloves (a separate pair for each child) for nappy changing and toileting accidents. Wear a disposable apron if the child is very soiled.
- Dispose of all nappy changing items in the nappy changing bin provided.
- For toileting accidents, use wall-mounted blue roll of tissue and disinfectant floor wipes to clean floor and dispose of these in the nappy bin provided.

#### Nappies –

Note on the central log sheet at the nappy changing area that you have changed a nappy, at what time and whether it was soiled (S), wet (W) or dry (D). (For reasons of confidentiality, the central log sheet should only show the initials of both children and members of staff).

- Toileting Accidents –  
Make note to mention incident to parents verbally.
- Nappy Bin to be emptied daily, top secured, into general bin.

Reviewed by: Mrs. L Rowland 11.9.19  
Monitored by: Mrs Helen Cook 15.9.19  
Next review: 30.8.20