

Heath Lane Nursery School & Children's Club



INTIMATE HYGIENE POLICY

| Review Date | Date Approved by Governors | Next Review Date |
|-------------|-------------------------------|------------------|
| Spring 2017 | 14 July 2017 | Spring 2019 |
| Spring 2019 | 25 March 2019 | |
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PURPOSE

Heath Lane Nursery School and Children's Club is committed to an inclusive approach to care and education. Children in nappies will not be discriminated against.

PROCEDURES FOR CLEANING AND CHANGING CHILDREN

- Staff will care for each child according to their needs and agreed procedures with parents and carers. Parents/carers discuss this with their key worker at the home visits. Staff will be made aware of any child who is still in nappies/pull-ups.
- When a child has wet or soiled themselves, the member of staff notified, or who made the observation, will change the child.
- Supply staff who do not do regular cover would not normally change the child.
- The member of staff who is going to change the child will inform another member of staff in the classroom of their intention.
- The child will be taken to the appropriate toilet and helped to change his/her clothes as discreetly as possible.
- Staff should wear disposable gloves and an apron if necessary while changing the child.
- All wet or soiled clothes will be placed in a plastic bag and hung on the child's peg.
- If the clothes are very soiled it may be appropriate to clean them as far as possible and keep the bag in the classroom cupboard until the child goes home.
- Record of incident sheets will be kept in the changing area.
- Where a child has wet or soiled themselves, support appropriate to the child's needs' will be given. If the child is unable to clean themselves, the staff member will help, explaining what they are going to do at all stages'. The child will be made as clean as possible without causing discomfort or distress.
- When a child has soiled themselves, there may be occasions when another member of staff needs to assist.
- If a child is very reluctant or unduly distressed their parent/carer will be contacted.

- Children in nappies will be expected to keep a supply at school at all times. They should be kept in a bag and given to the teacher to store.
- Soiled nappies should be double wrapped and put in a nappy sack and then in the bin specifically provided for this.
- The changing unit /mat should be cleaned after use with sanitiser.
- Adult and child to wash hands directly after changing.
- Any school clothing which is loaned to the child should be washed and returned as soon as possible.
- If a member of staff notices marks or injuries on a child they will report this to the designated senior person for child protection.
- All soiled nappies should be placed in a nappy sack, tied securely and placed in a carrier bag. They should then be given to the parent/carer to take home.

EQUIPMENT

Stored in the toilet by the changing area

- Plastic aprons
- Gloves
- Non-allergic wet wipes
- Nappy sacks for soiled wipes and nappies
- Nappy sacks/carrier bags for soiled underwear/clothes
- Alcohol gel